

TRANSPORTATION OF PERSONAL PROPERTY

NAVSUP PUBLICATION 490

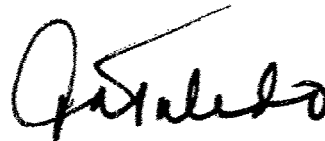
REVISION 2

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
Mechanicsburg, PA 17055-0791, 30 Dec 1999**

The instructions herein are issued for the information and guidance of all persons providing personal property transportation services for Navy-sponsored shipments.

This publication supersedes the Naval Supply Systems Command Publication 490, Change 1 to Revision 1 of 30 Aug 1990.

Instructions implementing Joint Federal Travel Regulations have been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DOD Directive 5154.29 dated 23 March 1993 as case 991109.



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INTRODUCTION TO TRANSPORTATION OF PERSONAL PROPERTY

PURPOSE

Transportation of Personal Property is the Naval Supply Systems Command Publication 490. It is intended to clarify and standardize the procedures for transportation of Navy personal property. This publication supplements the entitlement provisions of the Joint Federal Travel Regulations (JFTR) Volume 1, Joint Travel Regulations (JTR) Volume 2 and provides policy guidance on the movement and storage of personal property. References within this publication to paragraphs of the JFTR are indicated by an upper case "U" preceding the paragraph number. Upper case "C" indicates paragraphs in the JTR.

AUTHORIZATION

The publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command may authorize, in writing, deviations from the instructions contained in this publication, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

PARAGRAPH NUMBER SYSTEM

The five digit paragraph number and its subparagraph designation may be broken down as follows:

Paragraph Number N3005.C-1b (1)
Chapter 3
Paragraph 005
Subparagraphs C-1b (1)

Chapters 4, 5, and 8 paragraphs of the NAVSUP 490 have been numbered in the same sequential order as JFTR, Chapters 4 and 5 and JTR, Chapter 8. The numeric part of the five-digit paragraph number in the NAVSUP 490 is the same as the paragraph number of the JFTR, Chapters 4 and 5 and JTR, Chapter 8. For example: Paragraph N5365 of the 490 references JFTR, par. U5365, subparagraphs may be different. However, when applicable all NAVSUP paragraphs reference the applicable JFTR or JTR paragraph.

Reference to this publication in correspondence, message, etc., is shown in the following manner:

NAVSUP PUB 490, par. N3005
NAVSUP PUB 490, par. N3005.C-1b (1)

NAVSUP PUB 490, pars. N3005 - N3006

PAGE NUMBERS

The pages of this publication are numbered in sequence with Arabic numerals starting from 1.

TABLE OF CONTENTS

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location.

CHANGES

Changes to this publication, numbered consecutively, are issued in page form. The cover sheet of each change must be read carefully because the instructions appearing thereon vary from change to change. Pertinent "Special Instructions" may be included. Instructions regarding insertion of the change in the publication are always included. In addition, revisions of policy or procedures are summarized and identified by paragraph number. Retain each change cover sheet until a subsequent change is issued.

A notation indicating the change number, the date the change was received, and the initials of the person making the change must be placed in the Record of Change Information Sheet in the front of the publication. The Record of Change Information Sheet is stocked at the Naval Publications and Forms Center, Philadelphia, PA 19120-5099. The stock number is 0530-LP-490-001.

New, revised, or deleted instructions summarized on the cover sheet are identified on the page containing the change by arrows placed vertically or horizontally in the outside margin to identify the areas of revision as follows:

Line or lines on which the revision occurs
Line on which the revision begins
Line on which the revision ends

An arrow placed in the space between the last line of an organizational unit (paragraph, subparagraph, or item) and the first line of the following unit indicates deletion of a unit with renumbering or re-lettering of other organization units involved. Arrows do not identify reference or nonprocedural revisions of such insignificance as not to require a summary on the cover sheet of the change.

LIST OF SHEETS IN FORCE

A list of sheets in force is issued with each change. Users are requested to

make frequent checks for currency of this publication and also are encouraged to submit recommendations for improvement, additions, or deletions to the Deputy Commander for Support Services (SUP 05), Naval Supply Systems Command, PO Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791.

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This publication is part of the Naval Logistics Library (NLL) and can be found on the NAVSUP Homepage at <http://www.navsup.navy.mil/>. Procedures for ordering copies of this publication are also provided on the NLL.

ILLUSTRATIONS

The purpose of the illustrations in this publication is to show by means of filled-in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names, dates, and figures. These details are included so that the principles outlined in the written instruction may be delineated.

JOINT FEDERAL TRAVEL REGULATIONS AND JOINT TRAVEL REGULATIONS REFERENCES

References within this publication to paragraphs of the Joint Federal Travel Regulations (JFTR), Volume 1, are indicated by an upper case "U" preceding the paragraph number. Upper case "C" indicates paragraphs in Joint Travel Regulations (JTR), Volume 2.

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CHAPTER 1

AUTHORITY AND DEFINITIONS

N1000 STATUTORY AUTHORITY

Title 37 U.S. Code contains the basic substantive authority for the transportation of HHG and mobile homes of military personnel. Title 10 U.S. Code contains the basic substantive authority for the transportation of privately owned vehicles of military personnel. Title 5 U.S. Code contains the basic substantive authority for the transportation of HHG, mobile homes, and privately owned vehicles of civilian personnel.

N1001 REGULATORY AUTHORITY

The regulatory authority for shipment and storage of personal property for military members is contained in the Joint Federal Travel Regulations (JFTR), Volume 1, joint regulations for all of the uniformed services, and for civilian employees in the Joint Travel Regulations (JTR), Volume 2, joint publications for DOD civilian employees. This Publication contains Navy administrative instructions, which implement the basic regulations. These implementing instructions are keyed to the pertinent paragraph numbers in the JFTR and the JTR.

N1002 CLARIFICATION OR WAIVER OF REGULATIONS

The provisions of the JFTR, Volume 1, JTR, Volume 2 and the administrative instructions contained herein are intended to encompass all contingencies and circumstances in connection with shipments of personal property at Government expense. The provisions of the JFTR and JTR have the force and effect of law and may not be waived by administrative action. The Commander, Naval Supply Systems Command, may authorize or approve shipments of personal property for Navy military personnel only in those cases when specific authority or authorization for such approval is contained in the JFTR and JTR. Requests for clarification or interpretation are referred to the Commander, Naval Supply Systems Command, Support Services, Household Goods Division, 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791. Requests for similar clarifications or interpretations for civilian personnel should be referred to the Office of the Deputy Assistant Secretary of Navy (ODSN), Civilian Personnel EEO, Program Development & Direction Division, 800 N. Quincy St., Arlington, VA 22203-1998.

N1003 AUTHORITY OF THE NAVAL SUPPLY SYSTEMS COMMAND

The Commander, Naval Supply Systems Command, is the designated representative of the Secretary of the Navy for the purpose of authorizing or approving shipments of personal property made at activities providing personal property transportation services for Navy personnel under the provision of the JFTR, Volume 1. Requests for authorizations or approvals for specific situations shown below and those stated in the applicable paragraphs of this publication must be referred to the Commander, Naval Supply Systems Command, Support Services, Household Goods Division, PO Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791.

- a. Final determination of all appeals from Navy members initiated from denials by Naval Transportation Support Center and Personal Property Transportation Officers.
- b. Authorization for increase of packing allowances JFTR, par. U5335-F.
- c. Shipment of articles acquired after the effective date of orders (JFTR and JTR, Appendices A).
- d. Shipment of HHG upon assignment to a duty station to which shipment of HHG is prohibited or restricted, to unusually arduous sea duty or duty under unusual circumstances (JFTR, pars. U5350-D, U5350-E, U5370-D and E).
- e. Authorization of NTS in lieu of shipment. See N5380-C.
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N1004 AUTHORITY OF THE PERSONAL PROPERTY TRANSPORTATION OFFICER OF EACH ACTIVITY PROVIDING PERSONAL PROPERTY SERVICES

The Commander, Naval Supply Systems Command, hereby delegates authority for Personal Property Transportation Officers to authorize or approve requests for shipment and/or storage of personal property for Navy personnel under the specific conditions stated in the applicable paragraphs of this publication.

N1005 AUTHORITY OF THE NAVAL TRANSPORTATION SUPPORT CENTER (NAVTRANS)

The Commander, Naval Supply Systems, Command, hereby delegates authority for the Naval Transportation Support Center to:

- a. Receive and adjudicate final settlement of Navy Personally Procured moves. Initiate collection of excess costs by pay account checkage or other appropriate actions.
- b. Determine and initiate collection via DFAS of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and/or transporting personal property.
- c. Act as Navy's CONUS Air Clearance Authority.
- d. Operate the Navy's HHG Helpline. Interpret, clarify and apply HHG, mobile home, boat and POV entitlement guidance to PPSOs and Navy members calling the HHG Helpline for assistance.

N1006 RESPONSIBILITIES OF MEMBER

For instructions on responsibilities of the member, see DOD 4500.9-R, Chapter 401. The member must provide proper orders with appropriate fund citation for the move.

The Enlisted Personnel Action Document (EPAD) must not be used as an authority document to ship HHG.

N1007 DEFINITIONS NOT DEFINED IN JFTR and JTR, Appendices A

DITY EDI AUTOMATED LOADING SYSTEM (DEALS). The Navy program that computes members' authorized Personally-Procured advance and estimated incentive based on member's estimate of HHG weight. Data for Navy members is transmitted to Naval Transportation Support Center to establish database used in processing members' Personally-Procured claim.

EFFECTIVE DATE OF HOMEPORT CHANGE. The effective date for a homeport change is the effective date specified in the Chief of Naval Operations (CNO) message, changing the homeport of a ship, ship-based staff, or other afloat-based mobile units.

HOUSEHOLD GOODS (HHG). See JFTR and JTR, Appendices A.

Spare parts for POV do not include engine blocks, transmissions and other major components.

TURNED OVER TO A PERSONAL PROPERTY SHIPPING OFFICE (PPSO). Turned over to a PPSO within the prescribed period is accomplished when any PPSO receives a request (letter or DD Form 1299) for shipment or storage on or before 2400 hours of the last calendar day of the specified time limit. Although physical shipment arrangements are not accomplished within the time limit, the property must be available for shipment or storage concurrently with the member's request. Actual shipment must be on the first date the PPSO responsible for the area in which the pickup originates can complete pickup and shipment arrangements.

CHAPTER 2

GENERAL PROVISIONS AND ADMINISTRATION

N2001 HHG TRANSPORTATION BEFORE ORDERS ISSUED (U5330-G)

Navy members desiring shipment of HHG prior to receipt of orders must obtain a letter of intent to issue orders from Commander, Naval Military Personnel Command. Shipment must not be made without this letter and other documentation as required in JFTR, par. U5330-G. Statement of intent to issue orders issued by the member's Commanding Officer cannot be accepted.

N2002 PROCESSING VENDOR PAY INVOICES

A. General. All invoices must be date stamped the day the signed invoice is received from the contractor. Invoices must be forwarded by traceable means (e.g., Federal Express, small package courier, certified mail) to the appropriate paying office. A transmittal document (original and three (3) copies) will be prepared listing invoices by number and included as part of the "traceable" package forwarded to the appropriate paying office. The original and one copy of the transmittal will be forwarded to Defense Accounting and Finance Services (DFAS), one copy to the contractor and one copy retained by the PPSO. Navy Personal Property Shipping Offices (PPSOs) should provide assistance to contractors for unpaid invoices that are outstanding for more than 60 days after submission by the contractor. DFAS has a WEB site, WWW.DFAS.MIL, that can be used by the contractor, which will provide payment information on invoices that have been paid for a period of 30 days after the payment date. The contract/BOA number is needed to verify the status of an invoice on the DFAS WEB site. If after 60 days the paying office and/or the shipping office cannot determine the status of the original invoice, a copy of the original invoice shall be re-certified and resubmitted to the paying office for payment. The PPSO has 5 working days to forward certified invoices to the appropriate DFAS location or Service's payment office (See Marines and Coast Guard below).

B. DPM/Vendor Invoices. The PPSO or assigned Contracting Officer's Representative (COR) shall review all DPM/Vendor Pay invoices for correctness, annotate the DD1299 or DD1155 with the contract number, order number, invoice number, chargeable line of accounting and certify services were received and accepted. The original and two copies of the vendor's invoice with the applicable signed original of the DD1155 or DD1299 is forwarded to the appropriate DFAS location or Service's payment office (See Marines and Coast Guard below).

C. NTS Invoices. All NTS invoices shall be generated via TOPS. All quarterly invoices will be available for the contractor between the first and fifth working day after the end of the quarterly billing cycle. Upon receipt of the TOPS generated invoice from the contractor, PPSO will make verifiable changes noted by the contractor, sign and forward

to the proper payment office. All Service Orders for Household Goods (DD1164) must be completed and distributed in accordance with the DTR, Part IV, Chapter 406.

D. Distribution of Invoices

1. **Navy.** Invoices will be forwarded to the appropriate DFAS/OPLOC for payment. A copy of all invoices that include excess costs incurred by Navy shippers must be forwarded (by fax or mail) with supporting documents (DD1299, DD1155 or DD1164 and orders) to NAVTRANS.
2. **Marine Corps.** Invoices will be forwarded to Comptroller, Transportation Voucher Certification Branch, 814 Radford Blvd, Suite 20318, Albany, GA 31704-0318.
3. **Air Force and Army.** Invoices will be forwarded to the appropriated DFAS/OPLOC.
4. **Coast Guard.** Invoices will be forwarded to Coast Guard Finance Center, Attn: HHG Section, 1430A, Kristina Way, Chesapeake, VA 23226-1000.

N2003 QUALITY ASSURANCE INSPECTIONS

Navy PPSOs shall perform daily inspections of personal property shipments. PPSOs shall inspect, at a minimum, 25% of "all" personal property shipments monthly. Shipments to consider for inspection include GBL HHG and UB, DPM UB, HHG and LOCAL moves, NTS, Mobile Homes, Boats and Claims. Phone surveys maybe included but must not exceed 1/3 of all inspections. Phone surveys should be considered primarily for domestic shipments and inbound shipments. Inspections should be performed during packing, pickup, delivery or delivery from storage with the primary focus on outbound shipments and "problematic" carriers/contractors. When a phone survey is performed the PPSO shall note on the DD 1780, "Inspection performed by Phone Survey".

N2004 NAVY LOCATOR

The Navy Personnel Command, NPC-312F, 5720 Integrity Dr., Millington, TN 30805-3120, will provide current address (duty or residence) for active duty, retired or separated members. All requests must be on government letterhead and contain the following statement: "The following information is being requested in the performance of official government duty." Also, please state the reason the information is being requested. Your request can be mailed to the above address or faxed to 901-874-2660 or DSN 882-2660. For separated members, the worldwide locator can be used to provide current address information up to one and a half years after the member has separated from active duty. In instances where the member has been separated from all duty (regular and reserve) for more than one and a half years, the request must be

forwarded in writing to the National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132-5100.

N2005 REIMBURSEMENT OF INSPECTION AND TREATMENT OF GYPSY MOTHS

The Department of Agriculture (USDA) has the authority to impose civil penalties against individual owners and carriers found to be moving outdoor household articles (OHA) that harbor life forms of the gypsy moth. Members who choose to self-inspect and, if necessary, treat their own property may be subject to fines if a later inspection reveals life stages of the gypsy moth are present.

All shipments (domestic, international, non-temporary storage (NTS) or storage-in-transit (SIT) at origin) picked up in high-risk areas, must be inspected prior to movement. It is most important that counselors ensure members moving out of a gypsy moth risk area are properly counseled as to which shipments will be affected and that it is the member's responsibility to obtain and provide to the carrier a certificate of inspection, when required.

The cost of inspection for gypsy moths is a reimbursable expense for both civilian and military members. Navy members may also claim reimbursement for necessary treatment of gypsy moths.

N2006 RETENTION OF PERSONAL PROPERTY RECORDS

All personal property shipping and receiving records must be retained at the local activity for a minimum of 4 years. Records exceeding the 4 years retention period may be disposed of by the local PPSO. See Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5 series).

N2007 PROCUREMENT, USE AND CONTROL OF GOVERNMENT OWNED TYPE I OR TYPE II HOUSEHOLD GOODS BOXES

A. PROCUREMENT. The procurement, initial distribution and redistribution of Type I demountable household goods boxes and Type II demountable household goods boxes is under the control of the Commanding Officer, NAVTRANS. Local procurement will not be made without prior approval of NAVTRANS.

B. USE. Demountable and nondemountable household goods boxes manufactured in accordance with Federal Specification PPP-B-580 will be used only for household goods and unaccompanied baggage of personnel who are entitled to shipment or storage under the authority of the JFTR, Volume I and JTR, Volume II. Household goods boxes procured, positioned or repaired by funds administered by NAVTRANS will be used exclusively for personal property shipment and/or storage of U.S. Navy military personnel. Household goods boxes received with inbound shipments will be utilized for shipments, regardless of service, on a first come first served basis. In instances when inbound boxes are not available for outbound non-Navy military, Army, Air Force or

Marine Corps sponsored shipments, the packing and crating contractor may be authorized by the PPTO to construct the required shipping boxes and the costs thereof will be charged to the accounting data shown in the member's permanent change-of-station (PCS) orders. In those instances when inbound boxes and/or the packing and crating contractor constructed boxes cannot be obtained, a special message report will be submitted to NAVTRANS, citing the circumstances and requesting authority to utilize NAVTRANS controlled boxes. Such use will be subject to reimbursement by the service concerned for the procurement, positioning, and/or repair cost as may be applicable to the boxes actually utilized. Government HHGs boxes will be used for shipments being returned to CONUS for non-temporary storage and for those lots being stored in Government facilities.

C. HOUSEHOLD GOODS BOXES INVENTORY RECORD. PPTOs will maintain a current inventory record of all Government owned HHG boxes (Type I and II). The inventory record will contain the following data:

1. Number of boxes on hand at the beginning of the month.
2. Actual number of boxes received during the month.
3. Number of boxes surveyed during the month (unfit for reuse).
4. Balance (ready for issue) at the end of the month (number on hand, plus number received, minus number used, minus number unfit).
5. Number of boxes being used for storage of hhgs, if applicable.

**D. REPORT OF USE OF GOVERNMENT OWNED HOUSEHOLD GOODS BOXES
(NAVSUP REPORT 4050-10)**

1. Report Format. PPTOs will submit a requirement report to NAVTRANS. The inventory record, maintained in accordance with subpar. 3, will be used to prepare the report and forecast future requirements for Government owned Type I and II household goods boxes. The report will contain the following data:
 - a. Actual number of boxes on hand on reporting date.
 - b. Estimate of the numbers of boxes which will be on hand on the first day of the reporting period.
 - c. Estimated receipts for each month of the reporting period.
 - d. Estimated usage of each of the reporting periods.
 - e. Number of boxes that must be supplied to fulfill requirements (estimated number of boxes on hand, plus total estimated receipts, minus total estimated usage only when negative results are obtained).
 - f. Number of boxes determined to be excess and available for repositioning on reporting date.
 - g. Number of boxes for which storage space is available (indicate government or commercial), cost per box for local procurement of Type II boxes and of rehabilitation in preparation for shipment for repositioning

purposes (cost will be determined from pack and crate contract or other reliable source - indicate source from which cost is derived).

h. Total boxes surveyed during previous reporting period.

E. Time Frames

OCONUS Activities (including Alaska and Hawaii):

Submit Reports	Covering Period
January	April, May, June
April	July, August, September
July	October, November, December
October	January, February, March

CONUS Activities:

Submit Reports	Covering Period
January	April, May, June July, August, September
July	October, November, December, January, February, March

Any unusual requirement or unprojected excess of boxes will be reported to NAVTRANS on an "as occurring" basis.

F. CONTROL. Activities receiving shipments in Type I or II household goods boxes will ensure that contractors either return all such boxes to the nearest naval activity or retain the boxes for future shipments. The PPTO may authorize a Navy contractor to have on hand a quantity of Type I or II household goods boxes to meet future requirements. In such instances, the transportation officer will ensure that the contractor maintains an accountable record and control of the boxes received and used. Transportation officers will verify monthly, the quantity of contractor held Government owned household goods boxes on hand. Government owned household goods boxes will be stored under cover at all times to hold deterioration to a minimum. Repairs will be made to Government owned household goods boxes when practical to render them fit for reuse. When inspection reveals individual boxes should be surveyed because of conditions beyond economical repair, disposition will be handled locally.

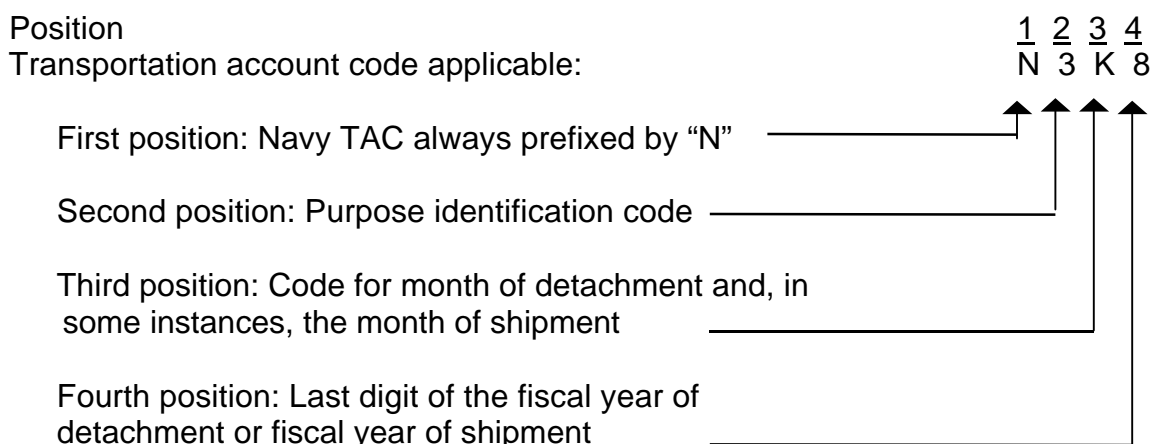
CHAPTER 3

FUNDING and ACCOUNTING

N3000 FUNDING OF NAVY PERSONAL PROPERTY SHIPMENTS

A. General. The cost of personal property transportation, storage and services is charged for fiscal accounting purposes, to the funding source in change-of-station orders or other transportation authorization. Shipment, drayage, storage, and related services may be procured under a PPGBL, or contractual services including the BOA and purchase orders. All requests for shipment, drayage, storage, or related services must be supported by orders containing a funding citation to support payment thereof. The TAC must be used on PPGBLs and the verbatim (on form) accounting data should be used on BOAs, contracts and purchase orders. TACs are further explained below and in DOD 4500.32-R.

The following is an example of a Navy TAC structure for an officer to his duty station in the U.S. for the purpose of training, detached 01NOV 97.

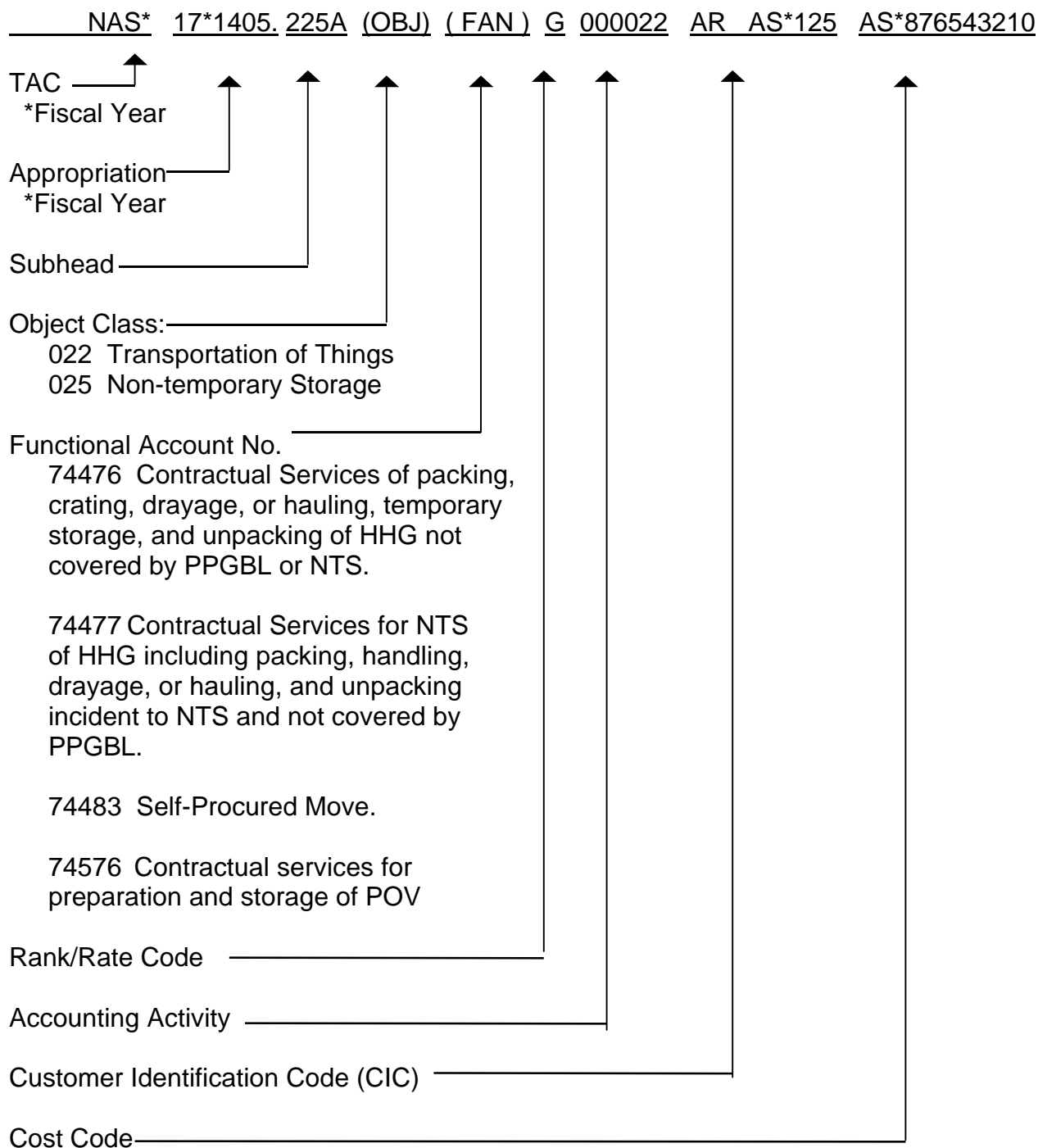


B. Contractual Services (Including Non-temporary Storage). Use the entire accounting citation as shown in change-of-station orders or other transportation authorization plus the object class and functional account number as shown below. Exception: As provided in the Navy Financial Management Regulation, Vol. 10, the cost for NTS must be charged directly to the appropriation when such expenses are incurred regardless of the fiscal year stated in the appropriation data.

The following is an example of Navy accounting citation

a. Military Personnel, Navy (MPN),
 NDG* 17*1453. 2252 (OBJ) (FAN) G 000022 AM DG*1AA DG*987654321

b. Training and Active Reserves (RPN/TAR)



C. Conversion on Navy Enlisted Specialty Rating Abbreviations to Pay Grade.

The abbreviations for Navy enlisted (specialty) ratings contain various alpha and alphanumeric combinations consisting of two to five digits. Rating abbreviations which contain three or more digits may be converted to pay grade with the last digit(s) of the abbreviation ends as indicated in the following example:

<u>Last Digit(s)</u>	<u>Rate Title</u>	<u>Grade</u>
3	Petty Officer Third Class	E-4
2	Petty Officer Second Class	E-5
1	Petty Officer First Class	E-6
C	Chief Petty Officer	E-7
CS	Senior Chief Petty Officer	E-8
CM	Master Chief Petty Officer	E-9

D. Rank or Rate Code. The following lists the one-digit alpha code used to designate the rank or rate of the member.

<u>Classification</u>	<u>Paygrade</u>	<u>Rank/Rate Code</u>
Enlisted:		
Recruit	E-1.....	A
Apprentice	E-2.....	B
Seaman.....	E-3.....	C
Petty Officer 3rd Class		
(2 years or less service) ...	E-4.....	D
Petty Officer 3rd Class		
(Over 2 years service)	E-4.....	E
Petty Officer 2nd Class	E-5.....	F
Petty Officer 1st Class.....	E-6.....	G
Chief.....	E-7.....	H
Senior Chief	E-8.....	J
Master Chief	E-9.....	K
Warrant Officer - 1 ..	W-1 ..	L
Chief Warrant Officer - 2....	W-2 ..	M
Chief Warrant Officer - 3....	W-3 ..	N
Chief Warrant Officer - 4....	W-4 ..	O
Midshipman.....		Q
Commissioned Officers:		
Ensign (ENS)	O-1 ..	R
Lieutenant, Junior Grade (LTJG) ..	O-2 ..	S

Lieutenant (LT).....	O-3	T
Lieutenant Commander (LCDR)....	O-4	U
Commander (CDR) .	O-5	V
Captain (CAPT).....	O-6	W
Rear Admiral, Lower (RADM).....	O-7	X
Rear Admiral, Upper (RADM).....	O-8	X
Vice Admiral (VADM)	O-9	X
Admiral (ADM).....	O-10 ..	X

E. Dual Funding. Some Navy PCS orders involving training (TEMDUINS-Temporary Duty Under Instructions) of less than 20 weeks contain two funding citations, a PCS accounting spread and a TEMDUINS per diem accounting spread. All costs in connection with storage and/or transportation of personal property are properly chargeable to the PCS accounting data. The TEMDUINS accounting data is for per diem purposes only.

F. Shipments Via Military Sealift Command (MSC) and Air Mobility Command (AMC). The costs of Navy sponsored shipments moving in MSC ocean services and AMC air services is charged to the TAC shown in the Transportation Control Movement Document (TCMD).

N3001 FUNDING OF PERSONAL PROPERTY GBL SHIPMENTS FOR OTHER SERVICES

A. Army Funding. The movement designator code (MDC) cited on the orders must be used on moves by PPGBL. When personal property services are procured by a Navy activity for an Army member, DFAS Indianapolis, IN, is the designated payment office. The costs of contracted services are charged to the appropriation 21(FY) 2010 and a 5-digit bureau control number. The fiscal year designator is the 4th digit in the MDC. The bureau control number is the 4-digit MDC plus "3" for personal property services and "6" for non-temporary storage services.

B. Air Force Funding. When personal property services are procured by a Navy activity for an Air Force member, the seven-digit ATAC as cited on the orders must be used on moves by PPGBL. The cost of contracted services for an Air Force member is charged to the appropriation and subsidiary accounting data cited in the member's orders. DFAS Indianapolis, IN, is designated as the payment office.

C. Marine Corps Funding. When personal property services for movement of HHG, UB, and POVs are procured by a Navy activity for a Marine Corps member use the following.

1. For Military Personnel Marine Corps (MPMC) Funded Orders refer to Marine Corps Bulletin 4610, Section VII. Note: All AAA numbers of "000027" are

changed to "067443" in accordance per instructions from CMC Washington DC//LFT// message dated 090139ZMAR98.

2. The applicable lines of accounting, including the transportation accounting data - TAC, relative to the movement of HHG and PE for Reserve Personnel Marine Corps (RPMC) are:

- a. Enlisted - Initial Months Training
17_1108.2731 022 21631 0 067443 2D 000000
M4A700074604
- b. Officer - School Training
17_1108.2732 022 16631 0 067443 2D 000000
M4A800074504
- c. Enlisted - School Training
17_1108.2732 022 16631 0 067443 2D 000000
M4A900074604
- d. Officer - Special Training
17_1108.2732 022 21632 0 067443 2D 000000
M4B800074504
- e. Enlisted - Special Training
17_1108.2732 022 21632 0 067443 2D 000000
M4B800074604
- f. Officer - Active Reserve
17_1108.2732 022 31632 0 067443 2D 000000
M4D900074504
- g. Enlisted - Active Reserve
17_1108.2732 022 31632 0 067443 2D 000000
M4D900074604

MCLB, Code 470, 814 Radford Blvd., Albany, GA 31704-1128 is designated as the payment office.

D. Coast Guard Funding. When personal property services are by a Navy activity for a Coast Guard member, the cost of services is charged to the appropriation cited in the member's orders. The finance center at C.O. US Coast Guard Finance Center, ATTN: HHG, 1430-A Kristina Way, Chesapeake, VA 23326-1000 is designated as the payment office.

CHAPTER 4**SHIPMENT UNDER TEMPORARY DUTY ORDERS****N4700 HHG SHIPMENT AND STORAGE UNDER TDY ORDERS (U4700)****N4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS (U4705)****N4710 BASIC ENTITLEMENT (U4710)****N4715 LIMITATIONS (U4715)****N4720 METHODS OF SHIPMENT (U4720)****A. Household Goods (See N5320-A)****B. Unaccompanied Baggage (See N5320-B)****C. Temporary Change-Of-Station Weight Allowance Shipments for Groups and Units, Under Either Individual or Group Temporary Additional Duty Orders, Consolidated for Transportation**

PPTOs may consolidate shipments for individual member's temporary change-of-station weight allowance. Such consolidation may include property for members of units or groups traveling under individual or group temporary additional duty orders. Generally, direct procurement method (DPM) allows the flexibility necessary to achieve these types of consolidations. However, any shipment mode determined to be more cost effective might be used provided the selected mode meets the member's needs. PPTOs must have an inventory prepared showing the following information for the personal property or HHG of each member within the consolidation:

1. Member name, rank/rate, social security account number;
2. Kind of items;
3. Number of items or pieces;
4. Gross weight.

A copy of each inventory containing the preceding information must be attached to the original DD Form 1299 and forwarded to NAVTRANS. A single DD Form 1299 must be prepared and signed by the personal property transportation officer supported by copies of the individual or group TAD orders. Names of members on the orders who do not have property in the consolidated shipment must be lined out.

N4725 FACTORS AFFECTING TDY HHG TRANSPORTATION (U4725)**N4735 WHEN EXCESS CHARGES ARE INCURRED (U4735)****N4740 CALLED (OR ORDERED) TO ACTIVE DUTY (U4740)**

N4745 PCS WITH TDY ENROUTE (U4745)**N4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT (U4750)****N4755 INDETERMINATE TEMPORARY DUTY (U4755)**

The provisions of JFTR, par. U4755 apply for Navy members only when orders clearly indicate temporary duty as being "indeterminate".

N4760 TDY PENDING OCONUS ASSIGNMENT OR TO A VESSEL (U4760)**N4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING, OR REACTIVATING A VESSEL (U4765)**

For list of vessels specified as unusually arduous sea duty see [SECNAVINST 4650.19 \(series\)](#), and [OPNAV INST 4600.16\(series\)](#).

N4770 STORAGE IN CONNECTION WITH TDY OR DEPLOYMENT (U4770)

A. Special Storage in Connection with Temporary Duty (TEM DU) or Deployment for More than 90 Days. Upon written approval by the member's commanding officer, special storage may be arranged. This special storage is intended for members who must vacate Government or off-base quarters ashore during deployment. Special storage ordinarily is limited to members who do not draw a housing allowance (BAH or OHA) or who will lose entitlement to the housing allowance during TEM DU or deployment in excess of 90 days. Storage is authorized for:

1. Members who have always resided and will continue to reside separately from their dependents during the current tour of duty, and
2. Single parents that have dependent children residing with them and must send children to live with designated guardian during TEM DU or deployment in excess of 90 days.

The Chief of Naval Operations has adjusted major claimant funding authority to provide for the estimated cost of this program. Funding and accounting guidance should be obtained by commanding officers through the appropriate chain of command. Upon receipt of funding and accounting data, commanding officers must issue letters of authorization for eligible members desiring special storage. See sample letter in Appendix A, figure 1.

N4775 SHIPMENT OF HHG AFTER STORAGE (U4775)

CHAPTER 5

**PART A: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND
NON-TEMPORARY STORAGE (NTS)****N5300 GENERAL (U5300)****N5305 ELIGIBILITY (U5305)****N5310 BASIC ENTITLEMENT (U5310)****A. Orders In Combination (See JFTR, par. U5310-A3b)**

When a member receives permanent change-of-station orders, entitlements accruing under previous orders to shipment and storage are no longer valid except when requesting shipment from previous PDS or authorized designated location.

Directive and Permissive Orders Combined: The use of previous change-of-station orders permitted by JFTR, par. U5310-A includes combining permissive authorizations (no cost to the Government) with previous directive orders (containing appropriation data), limited to the weight allowance and comparative cost authorized by the directive orders. Property shipped must have been acquired prior to the effective date of the directive orders to be eligible for shipment. Shipment at Government expense is limited to the comparative cost permitted by the directive orders.

B. Professional Books, Papers & Equipment (PBP&E) (U5310-C)

PPSO must counsel all customers to always declare PBP&E when allowed by JFTR, par. U5310-C and par. N1005 of this publication. Credit for PBP&E after the fact is reviewed for possible approval by NAVTRANS during the audit process for excess weight.

A personal computer with accessories may be declared as PBP&E if used in the performance of official duties. Refer to JFTR and JTR, Appendices A.

C. Services (U5310-I)

1. Extra Pickup, Stop-Off and/or Delivery. Transportation of HHG also includes an extra pickup at origin and/or an extra stop-off at destination, if within the local commuting area of the origin or destination shown on the PPGBL. This authority is limited to use only once in connection with a shipment or shipments made under a single shipment authority, i.e., regardless of the number of shipments made by the member incident to his or her permanent change of station orders. A maximum of only one extra pickup (other than from NTS or

pickup of PBP&E from the workstation), one extra stop-off and one partial delivery may be authorized at Government expense. When the service is provided for under the MTMC tariff, the ITO authorizes the appropriate charges at Government expense by entering the following annotation in the remark section of the PPGBL:

"Extra pick-up (and/or delivery) authorized at Government expense. Items designated for extra delivery/stop-off must be inventoried and loaded in a manner that permits ready access at destination."

An extra pickup from authorized non-temporary storage or for PBP&E at workstation is not an extra pickup for entitlement purposes and does not negate the member's entitlement for an extra pickup at another location. The member must be counseled that the HHG designated for partial delivery/stop-off or partial delivery from storage-in-transit should be separated at origin, packed separately, and all copies of the inventory clearly marked to reflect which inventory items are to be delivered. The member will not be allowed to remove individual items from a packed carton, container, wardrobe, etc.

2. Shipment to a Destination within Commuting Area of Duty Station (JFTR and JTR, Appendices A). Shipments that have arrived at the destination shown on the personal property bill of lading may be delivered from storage-in-transit, at Government expense, to a residence from which the transferee commutes or intends to commute provided:

- (a) The transferee is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or
- (b) The transferee is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or
- (c) The shipment is to a destination within the daily commuting area of:
 - Home of record/place from which ordered to active duty,
 - Home of selection,
 - Designated place or location.

Personal Property Transportation Officers may approve requests provided the member signs the following statement endorsed by the commanding officer, "I, (name) will be commuting daily from (complete delivery address) to my permanent duty station (location of PDS)." The commanding officer's endorsement must certify the member will be commuting daily and does not maintain a residence (BOQ/BEQ) at the PDS.

N5315 ADMINISTRATIVE WEIGHT LIMITATIONS (U5315)

Administrative weight limitation only applies when the limitation is stated in the PPCIG or in the member's orders.

N5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED (U5317)

NOTE: Reference JFTR, par. U5317, item 8. A local move is authorized when PCS to, from or between unusually arduous sea duty (JFTR, pars. U5355-B1 and U5222-D2).

N5318 RE-TRANSPORTATION OF THE SAME HHG (U5318)**N5320 METHODS OF TRANSPORTATION (U5320)****A. Household Goods**

1. **Comparative Cost of Shipment.** Comparative costs of the various transportation modes must be made for every shipment. The selected mode must be the one providing the required services satisfactorily at the lowest overall cost to the Government.

2. **Air Shipment.** Commercial airlift, acquired directly or as part of an International Through Government Bill of Lading (ITGBL) shipment, may be used when cost effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements.

3. **Air Eligibility Criteria.** In evaluating the need for air shipment, the primary consideration is the actual date the member needs the property. In determining the air eligibility of HHG shipments, the PPSO must consider all factors available including the following planning factors:

- a. earliest date the member can release the shipment;
- b. total transit time of the member and/or dependents including leave, travel and proceed time, and TAD/TDY;
- c. port call date of member and/or dependents (if available);
- d. minimum surface transit time from origin to destination based on DTR, Part IV.
- e. average length of time to acquire housing once member has arrived at new duty station.

If after considering the preceding factors, the PPSO determines air shipment is the preferred alternative, air clearance must be obtained from the appropriate air clearance activity (ACA) (DOD 4500.32-R, Vol 1, Appendix J).

4. Air Clearance Authority (ACA). The ACA ensures that each shipment meets the air eligibility requirements and in addition, considers alternate transportation modes, frequency of service, transit time, and comparative costs. The ACA advises the PPSO as to whether commercial or military airlift should be used, and provides routing assistance, consignment instructions, and an air control release number for all shipments cleared for air movement.

5. Designated ACAs.

- a. Shipments Originating in CONUS (DOD 4500.32-R Vol. 1, Appendix J-5).
- b. Shipments originating OCONUS (DOD 4500.32-R, Vol. 1, Appendix J-7).

B. Unaccompanied Baggage (UB) (U5320-B)

1. Expedited Mode.

- a. UB shipments meeting the following criteria must be shipped using an expedited transportation mode, i.e., Federal Express, Roadway Express time-critical services, US Postal Express, commercial air, etc.
 - 1) The member must have an entitlement.
 - 2) Use of an expedited mode is necessary to meet the member's requirement of delivery within 3-7 days (CONUS) or 10-14 days (OCONUS).
 - 3) The UB is being shipped to the authorized duty station for use by the member.
- b. The member may choose to have shipment consigned to direct delivery address or to destination Direct Procurement Method (DPM) contractor. If shipped to a DPM contractor, upon arrival the member must take immediate delivery when the contractor offers the shipment.
- c. When preparing the DD 1299, annotate in the remark section, Block 13, the following statement: "Shipment being shipped by expedited mode, no GBL issued." Emphasize the statement for Visibility. Also, indicate in block 13, whether the member requested direct delivery or delivery by the destination DPM contractor.
- d. Book the shipment as an outbound UB shipment under the additional services clause of the DPM contract, third party services. The third party

services are the costs of the expedited transportation mode. Additionally, when placing the oral order, the contractor must be instructed to prepare the shipment for movement as required by the selected mode. The contractor must bill the government for the requested/required third-party services on an invoice supported by the paid receipt/invoice from the Carrier.

e. The DPM contractor must place a copy of the member's orders in each carton. In accordance with the DPM contract, each carton must have a standard label on it. The ship-to address (members direct delivery address or the destination of DPM contractors delivery address) must be provided at time of booking and followed up in writing to the origin contractor prior to the shipment being picked-up from the member.

f. Since this is an expedited shipment mode, a copy of the DD 1299 and orders must be faxed to the responsible destination PPSO. The destination PPSO must ensure expedited delivery by the DPM contractor.

g. The member may elect to personally-procure an expedited shipment mode by any means, i.e., Greyhound bus, Fed Ex, etc., under JFTR, pars. U5320-D and N5320-D.

2. Between Points within CONUS. When a member ships HHG within CONUS, the UB shipment ordinarily is included with the bulk HHG shipment if the transit time satisfies the member's needs.

3. Between CONUS and OCONUS, and Between OCONUS Areas. Upon receipt of PCS orders to an OCONUS area, a Navy member is authorized shipment of UB without weight limitation, provided all items meet the criteria as defined in JFTR, Appendix A. Should the transit time for bulk HHG shipment meet the RDD determined for the member's UB, include the UB with the bulk shipment. The carrier must pack the UB into one or more containers for easy location and delivery to the member. Nonessential items and items available at the new duty station in temporary lodging allowance quarters should not be shipped as UB.

4. To Deployed Ships or Squadrons. UB for personnel ordered to deployed ships or squadrons may be shipped by air directly to the location of the deployed ship or squadron, provided that surface transportation will not meet the required delivery date. The Navy ACA at NAVTRANS, Norfolk, provides clearance, consignment and routing instructions.

C. Government Procured Transportation (U5320-C)

D. Personally-Procured Transportation and NTS (U5320-D)

An eligible member or next of kin in the case of a member's death may personally arrange for transportation and/or NTS of HHG. An advance allowance may be authorized by the PPSO. There is no restriction to the type vehicle or ownership of the vehicle used to move authorized HHG. When assisting members requesting transportation under Personally Procured Transportation, prudent traffic management should be exercised, i.e., small shipments (under 250 lbs.) suitable for mailing (express or otherwise) should be handled as such. Multiple or split shipments under JFTR, par. U5320-E applies. All reimbursement or liquidation claims for Navy Personally Procured Transportation and/or NTS of HHG shall be sent to NAVTRANS, 1667 Piersey Street, BLDG L-28, Code 014-2, Norfolk, Virginia 23511-2806, for final settlement.

1. Government Procured HHG Transportation and/or NTS Not Available.

Shipment made under JFTR, par. U5320-D1a or b...PPSO is not available or the member is instructed by the PPSO to make shipment at personal expense. Member is authorized reimbursement of actual cost for authorized transportation and/or NTS services for actual weight moved or authorized weight allowance whichever is less. **See JFTR, pars. U5340-E, U5380 and Appendix A.** An advance allowance is authorized provided the member furnishes the PPSO with a written estimate. The Advance allowance is not limited to a Government Constructive Cost. The Advance allowance authorized is the amount equal to the estimated authorized transportation expenses as defined in JFTR, Appendix A, and must not include unauthorized services, reference JFTR, par. U5340-E. No incentive payment is authorized.

2. Government procured Transportation and/or NTS Available. (U5320-D2)

When a PPSO is available and the member chooses to personally arrange for HHG transportation or NTS at personal expense the member is entitled to:

- a. Reimbursement limited to actual cost not to exceed 100% of the government's constructed transportation and/or NTS cost, not to exceed actual weight move or weight allowance whichever is less. An advance allowance is authorized provided the member furnishes the PPSO a written estimate. The advance allowance is limited to the estimated authorized transportation and/or NTS; not to exceed 100% of the government constructed cost. No incentive payment is authorized, or
- b. Payment of a monetary allowance of 95% of the governments constructed cost. An advance allowance is authorized limited to 60% of the government's constructive cost.

NOTE: If after member completes the move and authorized expenses exceeds the 95% monetary allowance, member may file for

reimbursement not to exceed 100% of the GCC based on actual weight moved or weight allowance whichever is less.

3. Counseling. The PPSO must ensure member is fully counseled on all entitlements to Personally Procured Transportation and/or NTS. PPSOs will use the DD2278 to counsel, authorize advance allowance (JFTR, par. U5385) and movement of HHG and/or NTS of HHG utilizing the personally procured method. PPSO must also ensure members are counseled on the following:

- a. Procedures for filing or liquidating claim for reimbursement.
- b. Liability for excess cost (JFTR, par. U5340).
- c. Claims for loss and damage. The government has no liability for loss or damage on personally procured transportation. Recommend member purchase insurance coverage. However, insurance coverage is not a reimbursable expense.

Personally Procured transportation to, from and between OCONUS sites is strongly discouraged because of potential Customs/Duty requirements. Note: See JFTR, par. U5320-D.

4. Application for Personally Procured Move. Without exception, the PPSO shall provide the member a written statement on the DD 2278 indicating the following:

- a. Member is entitled to reimbursement under U5320, D1 or D2a or b.
- b. The constructed cost (when applicable). See sub par 5 below.
- c. The advance allowance authorized (when applicable).

The PPSO shall ensure an advance copy of application and orders are forwarded to NAVTRANS.

Members requesting reimbursement for Personally Procured Transportation and or NTS without prior authorization from a PPSO must submit claim for reimbursement to NAVTRANS for final settlement. See N5320-D.10(d) for required documentation.

5. Constructive Cost. PPSOs must calculate the constructed cost as follow:

- a. Inter and/or Intra Move: Use the established line haul rates listed in the Domestic Rate Solicitation Section 3, plus \$10.00 packing times weight.

- b. NTS: Use the rates of the lowest cost NTS contractor.
- c. Local Moves: DPM Local move Rate.

NOTE: GCC will be based on a 500lb. Minimum.

6. Establishing HHG Weight. Unless specifically authorized to use constructive weights, the member must be advised that legible weight tickets are mandatory. Commercial carriers normally do not furnish weight tickets to commercial customers, the member must request weight tickets. Obtaining a single weight ticket showing the individual gross and tare weight is acceptable. For intra-city moves involving several trips using the same vehicle, only one tare weight ticket is necessary, but separate gross weight tickets are required for each load. Certified weight tickets are to be obtained from Government, commercial or public scales. To ensure proper identification of the weight tickets and subsequent payment of the member's incentive allowance, it is essential the following information be included on each weight ticket.

- a. Imprint or official stamp with name and location where obtained.
- b. Signature and title of official certifying the weighing.
- c. Legible imprint of the weight and date recorded.
- d. Member's name, rank and social security number.
- e. Identification of vehicle weighed. Members should be advised to retain a copy of the weight tickets for their records.

7. Method Of Weighing. Weight tickets must be obtained as described below:

- a. Trucks and POVs. Driver and passenger must be out of vehicle and gas tank must be full on both weighing. The member should make every effort to weigh the entire vehicle at one time, either on a large platform scale or on two or more smaller scales.
- b. Trailers. Driver and passengers must be out of the towing vehicle and trailer. The weight of the trailer must not be included in the gross weight if trailer is being used to haul other HHG.
- c. Axle weights are acceptable.

8. Constructive Weights (U5320-E3b). The use of constructive weights may be approved by the PPSO ONLY in the following situations:

- a. When the member moves between Government quarters on the same activity or installation and on base Government scales are not available.
- b. When a member makes a local move originating on a weekend, on a legal holiday, on a Friday, or on the day before a legal holiday, if all weight stations are closed and the transportation officer considers providing weight tickets to be inappropriate.
- c. When a member moves between duty stations in close proximity to each other as defined in U5355-B1, and adverse weather conditions, e.g., snow, ice, flooding, existed during the entire period of the move.
- d. When a member moves between installations in close proximity over a weekend, if all weight stations are closed and the transportation officer considers providing weight tickets to be inappropriate.
- e. When there has been a loss of personal property through fire, theft or accident while property was located on the rental vehicle.

The use of constructive weights requires prior approval by the PPSO. When the member moves under subpar. 8c above, when prior approval was not possible, the member will be required to provide evidence of the adverse weather conditions to NAVTRANS. Such evidence maybe a statement from the PPSO verifying that such conditions existed. When the member moves under the conditions of sub para. 8e, a police report is required. When members are overweight as a result of doing a PERSONALLY-PROCURED move in conjunction with a conventional move, consideration of the ten percent packing allowance on the PERSONALLY-PROCURED portion will not apply, since the constructive weight is considered the actual weight moved.

9. Documentation for Use of Constructive Weights. Constructive weight will be based on 7 lbs. per cubic foot. Members should be counseled to prepare a DD Form 1701 (Household Goods Descriptive Inventory) or, if not available, a locally developed inventory, and submit it to NAVTRANS to support claim. When the member moves under sub-pars 8c and e, where prior approval was not possible the member must submit evidence such as a statement from PPSO or Police Report in the case of loss of property. All constructive weights estimated will be subject to verification by a personal property officer upon request from NAVTRANS.

10. Final Settlement. The member is responsible for providing the following documentation to NAVTRANS to support a claim under U5320.

Weight Tickets are mandatory unless the use of contructive weight is approved. No weight tickets no reimbursement.

a. U5320-D1a or b...government procured HHG transportation and/or NTS not available.

- 1) DD 2278 with statement by the PPSO authorizing reimbursement under the appropriate sub. para. under JFTR, par. U5320-D.
- 2) Applicable orders.
- 3) DD 1351-2.
- 4) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and any other receipts for authorized expenses.
- 5) Certified weight tickets both empty and loaded, or authorization to use constructive weights except for local moves, (N5320 D8) written approval from NAVSUP is required under JFTR, par. U5320 when member is requesting authorization to use constructive weights).

b. U5320-D2a...government procured transportation and/or NTS available.

- 1) DD 2278 with statement by PPPO/PPSO authorizing reimbursement under JFTR, par. U5320-D2a.
- 2) Applicable orders.
- 3) DD 1351-2.
- 4) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 5) Certified weight tickets both empty and loaded or authorization to use constructive weights except for local moves, (N5320 D8) written approval from NAVSUP is required prior to moves made under U5320 when a member is requesting authorization to use constructive weights).

c. U5320-D2b...government procured transportation and/or NTS available.

- 1) DD 2278 with statement by PPPO/PPSO authorizing reimbursement under JFTR, par. U5320-D2b.
- 2) Applicable orders.
- 3) DD 1351-2.
- 4) Operating expense receipts (gas, tolls, etc) are not required to be submitted with the settlement. **(SEE SPECIAL NOTE BELOW)** However, it is the member's responsibility to retain moving expense records for TAX purposes. Monies paid in addition to actual moving expenses may be taxable.

5) Certified weight tickets both empty and loaded or authorization to use constructive weights except for local moves, (N5320. D8) written approval from NAVSUP is required prior to moves made under JFTR, par. U5320 when a member is requesting authorization to use constructive weights).

d. Members requesting reimbursement for Personally Procured Transportation and or NTS without prior authorization from a PPPO.

- 1) Applicable orders.
- 2) DD 1351-2.
- 3) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 4) Certified weight tickets both empty and loaded or authorization to use constructive weights from NAVSUP.

NOTE: If after the member completes move and authorized expenses exceed the 95% monetary allowance, member may submit a claim under JFTR, par. U5320-D2a and N5320-D2b using filing instructions shown in N5320-D10b

11. Temporary Storage (SIT). SIT is authorized in connection with shipment of HHG IAW JFTR, par. U5375. SIT costs are not applied when calculating the governments constructed cost. The member may file for storage reimbursement costs in 30, 60 or 90-day increments by submitting a paid in full invoice/receipt to NAVTRANS. No invoices/receipts will be prepaid for storage. The member will need DD 1857 to support storage reimbursement request in excess of 90 days. If however, the member arrives at the destination and storage is required, storage may be procured through small purchase procedures in accordance with Part 13 of the Federal Acquisition Regulation (FAR). The PPSO may designate Government warehouses or SIT warehouses. Any cost incurred due to packing or re-packing by the warehouse accepting the shipment is born by the member. In this instance, a DD 1351-2 must be annotated with the PPSO's approval prior to submission of the claim. In many instances, it may be cost favorable to use holding time for the rental vehicle rather than place the property in a commercial facility. Mini-storage facilities may also be used. If the warehouseman will not accept a purchase order, the member can submit a claim for reimbursement for personally procured storage.

12. Excess Cost. The member is responsible for the reimbursement of any advance allowances paid by the government if the documentation or shipment is not completed.

- a. Failure to provide certified weight ticket or approval to use constructive weight.
- b. Member over estimates his shipment.

- c. Member fails to make the move.

13. Claims for Loss and Damage. Ensure member is counseled that the Government assumes no responsibility for loss or damage to HHG or vehicles moved or used under the PERSONALLY PROCURED Transportation/NTS. Member may consider purchasing insurance to cover failure of rental and loss or damage to rental equipment. Additional insurance, if required, must be procured by the member and is not reimbursable by the Government.

N5330 FACTORS AFFECTING HHG TRANSPORTATION (U5330)

A. Improper Transportation (U5330-D).

When HHG improperly shipped, stored, or become unavoidably separated from the member, the PPO/PPSO may authorize or approve re-shipment under this paragraph. Appropriate documents must be annotated using JFTR, par. U5330-D, as authority for re-shipment.

B. HHG Transportation Before Orders Issued (U5330-G).

Reference N2001.

N5335 DETERMINING THE NET WEIGHT (U5335)

A. Exceptions (U5335-F). Deviation from Packing Allowances. Commander, Naval Supply Systems Command, SUP 53, may authorize a deviation from the standard packing allowance for Government Bill of Lading shipments under the provisions of JFTR, par. U5335-F. Requests from members for such deviations must be supported by facts showing the weight of packing material actually used exceeded the allowable percentage prescribed in JFTR, pars. U5335-B, C and D. Members should be counseled as follows:

1. Plan to move within their maximum weight allowance.
2. If there is apparent over-packing, report it to the PPSO immediately and request the presence of an inspector to observe the packing and unpacking when suspicions of overweight first arises.
3. If there is no inspector available, the member should take pictures of over-packing.
4. Ask the PPSO to have the carrier provide complete unpacking services, and to weigh the packing material. Do Not Waive Unpacking.
5. The best evidence to support a request for deviation from the packing allowance is the separate weighing of the packing material. If not possible, photos, and or inspector's comments may be used to support the request.

N5340 EXCESS CHARGES (U5340)

A. Collecting Excess Cost. NAVTRANS Norfolk, VA, is responsible for the final determination of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and transporting HHG and for the final collection of excess costs from the member. In all cases involving excess costs, the responsible PPSO must notify NAVTRANS by providing copies of applicable documents e.g., DD 1299, GBL, DD 1155, DD 1164, etc.

1. Collecting Excess. Members must be advised any advance collection of excess costs is only an estimate and subject to audit and final determination by NAVTRANS.
2. Inbound counselors should ascertain, if at all possible, and advise the member of, the weight of all shipments under the current orders to determine possible excess weight and must notify the carrier(s) to reweigh the shipment(s) prior to delivery.
3. The member may pay by certified check, cashier's check, or money order. All collection must be credited in accordance with NAVCOMP 023304.

B. For Members In Non-Pay Status. An estimated excess costs must be collected before the shipment is picked-up from a residence or from storage at members expense when excess cost is anticipated for:

1. Excess weight (estimated weight provided by the member).
2. Excess distance (as established by DTOD).

NOTE: *Estimated excess costs under \$100.00 are not collected by the responsible PPSO. Any exception to collecting excess cost over \$100.00 prior to pickup must be approved by NAVSUP. In these instance collection will be deferred to NAVTRANS for collection. PPSO must document PPGBL for pay checkage review and forward copy of shipment documents to NAVTRANS.*

C. For Members in a Pay Status. The collection authority is NAVTRANS. PPSO must notify NAVTRANS of possible excess and document PPGBL for pay checkage review. A member may pay for excess cost prior to shipment. Amount collected must be shown on the GBL and copy forwarded to NAVTRANS.

D. Temporary Storage. All costs for temporary storage in excess of the maximum authorized time limit are the financial responsibility of the member. The member must settle directly with the storage company. Additionally, all costs for the maximum time limit for authorized temporary storage at origin are to be reported to NAVTRANS for collection from the member when shipment has not been requested during the period in which shipment could have been made at Government expense.

E. Appealing Excess Costs. The member should be advised of appeal process procedures by NAVTRANS when the member is notified of the excess cost.

1. Board for Correction of Naval Records (BCNR). The member must properly execute the "Application for Correction of Military or Naval Record" (DD Form 149) attach all supporting documentation, and forward it to Board for Correction of Naval Records, Department of Navy, Washington, DC 20370-5100. When considering an appeal, the member should be counseled to include the following factors.

- a. Were your transfer orders prepared accurately with correct TAC, pay-grade identifier code, type or length of duty?
- b. If you feel you were mis-counseled, identify the counselor by name, cite date of the interview, and forward supporting documentation such as a letter from the PPSO, an incomplete counseling checklist (DD Form 1797), and/or an erroneously prepared shipment application.
- c. Were Professional Books, Papers & Equipment (PBP&E) declared on your application? If so, were the weights annotated on the inventory and included in the computations by NAVTRANS?
- d. Was the shipment re-weighed at destination and, if so, did NAVTRANS consider the reweigh weight in the audit?
- e. Was NAVTRANS' computation mathematically correct?

F. Waiver of Indebtedness. Navy active duty members may apply for a waiver of indebtedness on excess transportation costs to DFAS Denver/FYCT, 6760 E. Irvington Place, Denver, CO 80279-7300.

G. Equalization of Costs. When weight in excess of the prescribed weight allowance is shipped at a transportation rate which is less than that applicable from the authorized point of origin to the authorized destination, equalization of costs is not allowed -- excess weight remains in excess. A lesser transportation rate than authorized is a Government gain.

H. Alternate Points. HHG may be shipped from and to any points the member desires. A shipment of less than the prescribed weight allowance which is forwarded to a destination subject to a higher transportation rate than that applicable to the authorized destination is also excess cost. The lesser weight than that prescribed is a Government gain. The higher cost remains in excess.

I. NTS Excess Weight: The total weight of the HHG transported plus the weight of the HHG in NTS at Government expense on the same change-of-station order shall not exceed the member's weight allowance prescribed in JFTR, par. U5310-B, Table of

PCS Weight Allowances. However, if the weight of the member's HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member.

J. Multiple Shipments on the Same Set of Orders. When the member has two or more shipments on the same set of orders, excess costs are computed on the shipment (or storage) which results in the least cost to the member.

K. Transportation of Unauthorized Articles (U5340-D).

1. Utility trailers to include horse trailers are authorized for shipment as HHG when not restricted or prohibited by tariff.
2. The weight of the trailer (utility/horse trailer) is unauthorized and shall not be included as part of the HHG weight allowance under JFTR, par. U5320-D2 (Personally Procured Transportation) when used as means of conveyance.
3. Any requests for shipment of articles not clearly defined in the JFTR or JTR as HHG should be referred to NAVSUP for guidance.

N5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS (U5345)

N5350 TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR OCONUS DUTY (U5350)

A. Ordered to an OCONUS PDS to which HHG Transportation is Permitted (U5350-A).

1. **General.** OCONUS areas requiring dependent entry approval for Navy members are listed in the Navy Passenger Transportation Manual, NMPINST 4650.2, Appendix D to Chapter II.
2. **Members Without Dependents** are not required to have entry approval but should be counseled to communicate with their prospective OCONUS commands to determine what type of living quarters they will be occupying.
3. **Specified Location (U5350-A1b).** This paragraph refers to a location other than PDS or a designated place elected by the member for shipment of HHG.

B. Ordered to an OCONUS PDS to which HHG Transportation is to be Authorized Within 20 Weeks of Member's Port Reporting Month (U5350-A2).

Dependents are not issued separate travel orders. Upon receipt of authorization for dependent entry approval, HHG placed in NTS or from a residence/temporary residence

can be shipped. The OCONUS command may, however, authorize shipment of the HHG prior to entry approval being granted. In these instances, the authorization from the OCONUS command replaces the dependent entry authorization as a substantiating document.

C. Ordered to an OCONUS PDS to Which HHG Transportation won't be authorized until 20 or More Weeks After the Member's Port Reporting Month (U5350-A3).

Shipment to a Designated Location in CONUS. When a member is assigned to an OCONUS station at which the member will serve an accompanied tour, and shipment of HHG is not authorized at the time but the member is advised in writing that it will be authorized at some point after 20 weeks of the member's port reporting date, the DD Form 1299 must be supported by a statement from the member's OCONUS area commander or commanding officer, as follows: "It is anticipated that travel of dependents and shipment of personal property will not be authorized within 20 weeks from this date (Signature of authorized person)." Personal property transportation officers must ensure that members are advised shipment to a designated place precludes re-shipment at Government expense unless the member receives such a statement. If the member desires that a portion of the HHG remain in storage for the duration of the OCONUS tour of duty and the remainder be withdrawn from storage and shipped to the OCONUS station upon receipt of authority for travel of dependents or movement of personal property, separate procurement documents must be issued for the separate portions of the property. Also, the special inventory/service order procedures outlined in DOD 4500.34-R, Appendix H, Section C-5-a must be used to identify the storage lots designated for later OCONUS delivery. When it cannot be determined whether all or a portion of the goods will eventually be shipped to the OCONUS station, subsequent handling necessary to separate items to be shipped may be provided at Government expense.

D. Ordered from Shore-Duty to Sea-Duty (U5350-B) Except Unusually Arduous Sea Duty

SECNAVINST 4650.19(series) Units designated as Unusually Arduous Sea Duty.

E. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances (U5350-C).

OCONUS Duty Station. Members with or without dependents, who are ordered to a restricted OCONUS duty station (indicated by item 122 for enlisted orders and item 33 in officers, or written in the clear) may not have HHG shipped to OCONUS location at government expense.

SECNAVINST 4650.19(series) Units designated as Unusually Arduous Sea Duty.

F. Ordered from a OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances (U5350-D).

SECNAVINST 4650.19(series) Units designated as Unusually Arduous Sea Duty.

G. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS (U5350-E).

H. Ordered from Sea Duty to an OCONUS Shore Duty PDS (U5350-F).

I. Ordered from Sea Duty to Sea Duty (Except Unusually Arduous Sea Duty) (U5350-G).

J. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport (U5350-H). Recommend property be shipped via parcel post directly to unit of assignment M/F member. If member elects to personally procure transportation PPSO must provide reimbursement information. For shipment by the government, see N5320.

K. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Change (U5350-I).

Homeport Change to Overhaul Site. When a member assigned to a ship designated as unusually arduous sea duty receives a homeport change certificate incident to an official homeport change to an overhaul site, the member is not entitled to shipment of household goods to a designated place under the provisions of JFTR, par. U5350-D. The member may relocate dependents to the new homeport (overhaul site) from the old homeport or from a designated place. See SECNAV Instruction 4650.19(series).

L. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action (U5350-J).

N5355 LOCAL MOVES (U5355)

A. General (U5355-A).

B. Local Moves Incident to Reassignment or PCS (U5355-B).

1. PCS Between PDSs Located in Proximity or Reassignment Between Activities at the Same PDS (U5355-B1). A local move is authorized when PCS to, from or between unusually arduous sea duty (JFTR, pars. U5355-B1 and U5222-D2).

See SECNAVINST *4650.19(series)*, Units designated as Unusually Arduous Sea Duty.

C. Local Move and NTS Incident to Assignment or Termination of Government or Government-Controlled Quarters (U5355-C). To qualify for a local move from a temporary local residence to government quarters, members must have voluntarily

placed their names on a housing waiting list upon arrival at the new PDS. (See Naval Financial Management Policy, par 07518.3b(3)(a)).

Shipments authorized under JFTR, pars. U5360-F and U5365-G, the cost of both the move from quarters to a local address and the move to the place authorized travel or final home of selection is chargeable to the accounting data contained in the separation or retirement orders.

For NTS Entitlement see JFTR, pars. U5380-F and U5380-G

N5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM (U5360)

A. Time Limits (U5360-G). When a member request an extension for a period that exceeds the authorization provided by JFTR, par. U5360-G, the request must be forwarded to NAVSUP for review.

Examples of extension letters under this paragraph are located in appendix A.

N5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM (U5365)

A. General.

1. The PPSO is the designated approval authority to grant extensions under JFTR, par. U5365. Appeals of denials must be forwarded to NAVSUP with supporting documents; orders, certification of schooling or hospitalization and any other supporting documents that could substantiate the request.

Examples of extension letters under this paragraph is located in Appendix A.

2. A member with 18 or more years of active service as of 1 November 1981 may select a home any place in the world.
3. Customs clearance, customs duties and customs storage is the responsibility of the member when shipping OCONUS.
4. Members shipping to the Republic of the Philippines must be provided the NAVSUP pamphlet *'Shipments to the Republic of the Philippines'*.

B. Home of Selection Authorized (U5365-A). Add to the remark section of the DD Form 1299: Member advised that the points where travel allowances are drawn determine the home of selection entitlement.

N5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES (U5370)

N5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH (U5372)

The PPSO is the designated approving authority to grant extensions to time limits under JFTR, par. U5372-B.

N5375 TEMPORARY STORAGE (U5375)

A. General.

1. At Origin. Temporary storage at origin ordinarily is procured under the BOA using a Service Order for HHG (DD Form 1164). A Personal Property Government Bill of Lading will not be issued until line haul movement is required. All storage documents must be annotated "Temporary Storage under the BOA". The member should provide complete written disposition instructions to include delivery address, receiving agent, contact phone number, and the earliest date the member can accept delivery. The PPSO prepares and signs a DD Form 1299 for shipment, annotating receipt of the member's request and the number of temporary storage days utilized at origin. The shipment is consigned to make sure that the shipment does not arrive prior to the member's earliest acceptance date.

2. At Destination. The member is entitled to 90 days temporary storage at Government expense in connection with any authorized PCS shipment of personal property unless temporary storage has been utilized at origin. The destination PPSO annotates the number of temporary storage days authorized and notifies the member when the property is placed in storage and prior to expiration of the storage entitlement.

B. Additional Storage Under Circumstances Beyond Member's Control (U5375-B3b).

The local PPSO is designated as the authorizing/approving authority for Temporary Storage up to 360 days in 90-day increments. Request for storage under these circumstances for more than 360 days must be forwarded to NAVSUP for review/approval. Additional storage beyond 360 days will not be approved for member awaiting assignment to government quarters.

All denials for extensions to time limits by the PPSO should be made in writing. When a member is denied an extension to time limits under this paragraph, the member must be

advised that an appeal may be submitted to NAVSUP. Appeals must be in writing and forwarded to NAVSUP with all supporting documents.

C. Withdrawal and Local Move of Partial Lots of HHG from Temporary Storage (U5375-E).

PPSOs are the designated authorizing/approving authority for withdrawal of partial lots of HHG. Members must be counseled to make every effort to designate items for partial delivery/stop-off at origin.

N5380 NONTEMPORARY STORAGE (U5380)

A. General. The PPSO is the designated approving authority to authorize NTS, place of NTS and extensions to time limits under JFTR, par. U5380.

B. Place of NTS (U5380-B). Shipments originating from OCONUS area and require NTS must be shipped via DPM to the locations shown below:

1. Shipments from the Atlantic, Mediterranean, or Near East area are consigned to FISC Norfolk, VA. See PPCIG for consignment instructions.
2. Shipments from the Pacific (except Alaska and Korea) area are consigned to 834th US Army Transportation Battalion, Naval Weapons Station Concord, CA, in accordance with the PPCIG instructions.
3. Shipments from Alaska and Korea are consigned to FISC Puget Sound, WA, in accordance with the PPCIG instruction.

C. NTS as an Alternative to Transportation (U5380-C). The PPSO is the designated authority to approve NTS as an alternative to shipment when:

1. The cost of NTS for the length of tour is less than shipment cost to authorized destination. Copies of calculations must be maintained in the member's shipment file.
2. All other requests must be forwarded to NAVSUP.

NTS may not be authorized as an alternative to the shipment under JFTR, par. U5370-D1 incident to advance return of dependents authorized under JFTR, par. U5240-D2h.

D. NTS Incident to Occupancy of Government or Government Controlled Quarters and Incident to Vacating Local Economy Quarters (U5380-G).

Note: Items that cannot be accommodated by government quarters must be approved by the housing manager.

1. Excess To Government Quarters Charged To PCS Funding. The cost for the NTS of property moved directly into Government quarters from the member's previous PDS or identified and converted from SIT to NTS is charged to the accounting on the member's PCS orders.
 - a. Direct Delivery – To qualify for NTS in this situation, member must notify the PPO/PPSO within 15 days from date of delivery of the final shipment. The member is authorized one NTS pickup of HHG that cannot be accommodated in assigned government quarters.
 - b. SIT – HHG that cannot be accommodated in assigned government quarters must be identified for continued storage (SIT/NTS) prior to delivery. Items accepted for delivery cannot be returned to storage.
2. Converting SIT to NTS. The PPSO must determine whether SIT should be converted to NTS or if continuation of SIT is more cost effective. Conversion to NTS is not required when SIT is determined to be cost effective.
3. Excess To Government Quarters Charged To OPTAR Funds. When moving from local economy quarters to assigned government quarters and such quarters cannot accommodate all HHG, the activity managing the housing units must fund NTS. The member should submit a request for NTS to the Housing Manager prior to move for approval. The housing manager must provide funding through the current FY and subsequent FYs until HHG are released from NTS. Whenever possible, HHG should be picked up for NTS prior to the local move into government quarters.

PART B: TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)**N5400 GENERAL (U5400)**

Restrictions and limitations to the shipment of POVs can be found in the *PPCIG, Volume 2*. Procedures for shipping POVs are found in MTMC Pamphlet, *Shipping Your POV*.

N5405 ELIGIBILITY (U5405)**N5410 POV ENTITLEMENT (U5410)**

A. POV Transportation Permitted (U5410-A). Members must have 12 months remaining on OCONUS tour from the date POV is turned in to authorized VPC. Exceptions require prior approval by NAVSUP. Requests must be supported by certification from the overseas command that shipment is in the best interest of the Navy.

B. Transportation of a Replacement POV (U5410-C). The PPSO may approve shipment of a replacement POV when requested by the member and certified by the overseas command.

NOTE: POVs being returned to U.S. Customs Territories must meet applicable Safety Standards. Counselors must ensure customers requesting shipment of a non-conforming POV are counseled IAW MTMCs messages 261400Z Feb 99 and 191300Z APR 99 (Shipment of Non-Conforming POVs).

N5413 REIMBURSEMENT FOR TRAVEL FOR POV DELIVERY AND/OR PICK-UP (U5413)**N5414 TRANSPORTATION OF POVS OVERLAND BY CARRIER (U5414)**

A. Transportation of a POV Overland by Carrier Between OCONUS Port and OCONUS PDS (U5414-B). The PPSO has approval authority under this paragraph when the member's request is supported with an endorsement from the member's commanding officer.

B. PCS within CONUS (U5414-C). The PPSO may authorized the shipment of a POV when:

1. The member is physically unable to travel by POV. The request for shipment of a POV must be supported by the attending physician's certification.
2. There is insufficient time for the member to travel via POV to the new PDS. The request must be supported with a modification to orders or an endorsement

from the commanding officer. The CO must certify that due to mission requirements, the member cannot be detached from the old PDS in time to allow for sufficient travel time via a POV (JFTR, par. U5160) to meet Report Not Later Than Date and shipment of the POV is not for personal convenience.

Requests must be supported by a statement from the member that travel to the new PDS will not be accomplished via a POV or rental vehicle.

N5415 TRANSPORTATION RESTRICTIONS (U5415)

N5425 METHODS OF TRANSPORTATION (U5425)

OPPORTUNE LIFT (OPLIFT) ABOARD UNITED STATES NAVY SHIPS.

Privately owned vehicles (POV) and boats may be transported by lifts of opportunity aboard United States Navy ships when authorized by the type commander or at the discretion of the ship's commanding officer.

For OPLIFT information to Puerto Rico and the Mediterranean contact COMNAVSURFLANT at 757- 836-3135 or DSN 836-3135.

For OPLIFT information to Hawaii contact COMNAVSURFPAC at 619- 437-2991 or DSN 577-2991.

CAUTION: Shipping a POV overseas to a foreign or non-foreign destination using OPLIFT transportation can be very expensive. Besides the cost for the lift on/lift off services at the port, any special importation requirements, i.e., customs, taxes, etc., levied by a country are **YOUR** responsibility. Additionally, some foreign countries allow only one POV per military PCS orders. Shipping a second POV to a country with this restriction can result in the impoundment of the second POV. Contact your local Personal Property Office or the Navy's HHG HELPLINE at 1-800-444-7789 for general POV shipping information before executing a request for POV transportation by OPLIFT.

N5435 PORTS USED (U5435)

A. Designation of Ports/VPCs (U5435-A). POVs are to be turned in to the nearest VPC serving the current PDS. If the member has TDY enroute the POV can be turned in or picked up at the VPC serving the TDY site or PDS (which ever is appropriate). See JFTR pars. U5413-E 1 or U5413-E 2.

B. Alternate Ports (U5435-B). Any request to use an alternate port in a different country must be submitted to (OPNAV 130E).

C. Trans-shipment from a Designated Port (U5435-C). Trans-shipment for the same POV maybe authorized by the local PPSO under the conditions of JFTR, par. U5435-C. This includes shipment of a POV from an OCONUS PDS to CONUS for the member's

use and subsequent reshipment from CONUS to the member's new OCONUS PDS. Member is responsible for all costs over direct shipment from the designated VPC serving the old PDS to the designated VPC serving the new PDS.

N5440 FACTORS AFFECTING TRANSPORTATION OF POV (U5440)

A. Transportation Before Orders Issued (U5440-D). *Reference N2001.*

N5445 EXCESS COST COLLECTION (U5445)

N5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES (U5455)

N5456 TRANSPORTATION INCIDENT TO DIVORCE (U5456)

N5457 TIME LIMITATION FOR TRANSPORTATION OF A POV (U5457)

The PPSO has authority to grant extensions to time limits under JFTR, par. U5365. Appeals to a denial should be submitted to NAVSUP with supporting documents. Supporting documents for an extension are: orders, certification of schooling or hospitalization, and any other supporting documents that could substantiate the request.

When an extension request from the member that exceeds the authorization provided by this paragraph is received by the PPSO, the request must be forwarded to NAVSUP for review.

Examples of letters regarding extensions under this paragraph is located in APPENDIX A.

N5460 CARE AND STORAGE (U5460)

PARTS C, D and E Left Blank Intentionally and are not used.

PART F: TRANSPORTATION OF MOBILE HOMES

N5500 GENERAL (U5500)

All members moving a mobile home must be provided a copy of *Guide For Moving Your Mobile Home (Joint Services Publication – NAVSUP Pub 591)*. Counselors should refer to Mobile Home/Boat Rate Solicitation, Appendix J (Mobile Home Dimensions Chart) during initial counseling to determine if customer must obtain a waiver(s) for the transportation of an oversize mobile home.

N5502 CONDITIONS FOR ELIGIBILITY (U5502)

N5505 BASIC ENTITLEMENTS (U5505)

N5510 METHODS OF SHIPMENT (U5510)

Navy members may personally procure transportation of a mobile home. Reimbursement will be based on members weight allowance minus weight of any other shipments made under the same orders when other shipments are authorized under this regulation and the JFTR. Member may receive an advance allowance as authorized in JFTR U5360. No incentive payment is authorized. Reimbursement must not exceed 100% of the GCC. PPSO must provide member with a DD 2278 or DD 1351-2 with statement by PPPO/PPSO authorizing reimbursement under this par. The PPSO must forward a copy of advance documents to NAVTRANS.

For final settlement member must submit the following documents to NAVTRAN with 45 days of date schedule to move or will be responsible for full reimbursement to the Government all advance allowances:

- 1) Applicable orders.
- 2) DD 1351-2.
- 3) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 4) Certified weight tickets for HHG authorized to be moved separate from the mobile home.
- 5) Letter from PPSO authorizing advance allowance.

N5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION (U5515)

Transportation Before Orders Issued (U5515–F). *Reference N200.1*

N5520 EXCESS COSTS FOR MOBILE HOME TRANSPORTATION OF SEPARATED MEMBER, DECEASED MEMBER, AND HEIRS OF DECEASED MEMBERS (U5520)

N5530 LOCAL MOVES (U5530)

N5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES (U5540)

N5545 MOBILE HOME TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH (U5545)

N5555 TEMPORARY STORAGE (U5555)

N5560 ADVANCE OF MOBILE HOME ALLOWANCES (U5560)

PARTS G and H Left Blank Intentionally and are not used.

PART I: POV STORAGE WHEN POV TRANSPORTATION ISN'T AUTHORIZED**N5800 GENERAL (U5800)****N5805 ELIGIBILITY (U5805)****N5810 REIMBURSEMENT FOR TRAVEL FOR POV DELIVERY AND/OR PICK-UP TO/FROM A DESIGNATED STORAGE FACILITY (U5810)****N5815 STORAGE FACILITIES USED (U5815)**

A. Designated Storage Facilities (U5815-A). A designated storage facility is a commercial facility either:

1. Secured by the Government or
2. Secured by the member from a list of acceptable facilities provided by the responsible PPSO.

B. Personally Procured Storage (U5815-B). Members should check with their local PPSO for a list of designated storage facilities prior to personally procuring storage.

Members who self procure POV storage must file for reimbursement. No prepayment is authorized. All claims must be sent to: Commanding Officer, Naval Transportation Support Center, 1667 Piersey Street, Bldg L-28, Code 014.2 Norfolk, VA 23511-2806.

1. Initial claim must include:
 - a. DD 1351-2.
 - b. Authorizing Orders.
 - c. PPSO letter authorizing storage (sample letter in Appendix A).
 - d. Copy of POV Registration.
 - e. Storage Contract with itemized costs.
 - f. Paid receipts for applicable period.
2. Supplemental claims must include:
 - a. DD 1351-2.
 - b. Copies of previously paid vouchers from NAVTRANS.
 - c. Paid receipts for the current period claimed.

N5820 FACTORS AFFECTING STORAGE OF POV (U5820)

A. Storage Before Orders Issued (U5820-B). *Reference N2001.*

B. Loss and Damage Claims

1. **Government Procured POV Storage.** Member may file for loss and damage under the Military Personnel Claims Act. Maximum Government liability is \$20,000 (blue book value). Member should consider purchasing additional coverage up to full value of the vehicle. Member must file against private insurance prior to any claim against the Government.
2. **Personally Procured POV Storage.** The Government has no liability for any loss and damage incurred while in storage. The member should be encouraged to purchase adequate private insurance. All claims should be filed directly with the storage contractor.

N5825 EXCESS COST COLLECTION (U5825)**N5830 CONTINUED POV STORAGE AFTER ENTITLEMENT ENDS (U5830)**

Request for storage under this paragraph shall be forwarded to NAVSUP for review/ approval.

N5835 CARE AND STORAGE (U5835)

CHAPTER 6

LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS AND PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING - LOST ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY

N6000 PERSONAL EFFECTS

A. Classification of Personal Effects. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody. Personal effects are classified and described as follows.

1. Class 1 - Navy-owned organizationally furnished-clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by Navy activities to private individuals and to retail enterprises. When Navy ownership of items in Class 1 cannot be established conclusively, such items must be included in Class 5.
2. Class 2 - Uniform clothing prescribed by the U.S. Navy Uniform Regulations.
3. Class 3 - Money.
4. Class 4 - Negotiable and nonnegotiable instruments such as bonds, checks, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies and bank books.
5. Class 5 - Miscellaneous articles of intrinsic, sentimental and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, foreign currency, books, dairies, razors and other personal grooming articles, flight logs and other personal papers, souvenirs, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, firearms, motor vehicles, trailers and HHG.

B. Categories of Personal Effects. Personal effects are categorized as follows:

1. Lost, abandoned or unclaimed personal effects. Personal effects of persons whose identity or location cannot be determined. Personal effects of persons in the Navy who have been declared absentees or deserters. Personal effects which are unclaimed by the next of kin, or legal representative, and which were the property of deceased persons not members of the Armed Services.
2. Personal effects of deceased or missing Navy personnel. Personal effects of persons in the Navy who are determined to be dead or missing. A "missing person" is one who, because of the circumstances incident to his/her absence, is

not declared an absentee or deserter. The personal effects of absentees and deserters are considered to be abandoned personal effects in accordance with item B1 above.

3. Personal effects of incapacitated persons: Persons determined to be mentally or physically incapacitated.
4. Lost Baggage: Personal Effects unavoidably separated from owner.
5. Lucky bag items: Items of clothing and other personal effects which are deposited in the ship's lucky bag when such items are found adrift and ownership cannot be determined, or when such items are donated by the owner. **Do not forward Lucky Bag items to Personal Effects Distribution Center. Dispose of Lucky Bag items IAW Defense Reutilization and Marketing Office Manual (DRMO) DOD 4160.21 (www.drms.dla.mil).**

N6001 RESPONSIBILITY FOR PERSONAL EFFECTS

A. Commanding Officers and/or Installation Commanders (CO/IC). The CO/IC is responsible for the collection, inventorying, selection of an inventory board, and security of personal effects. Additionally, the CO/IC is responsible for initiating inquiries to determine and locate the owner of the effects, the next of kin, the heir, or the legal representative of the owner.

1. **Collection.** Gather the lost, abandoned or unclaimed personal effects of persons determined to be deceased or missing.
2. **Inventory.** In all instances when the Command takes custody of such effects, an inventory, NAVSUP Form 29 must be made. The CO/IC must appoint the inventory board in writing. The inventory board, for enlisted-owned effects must consist of the division petty officer and the division officer (a billet which may be filled by a senior enlisted person); for officer owned effects, the inventory board must consist of two officers.
3. **Security.** See paragraph **N6002.C**.
4. **Locate** the owner or next of kin, or document attempts.

B. Supply Officers or Officers Designated to Receive Personal Property from the Inventory Board. Upon receipt of personal effects from inventory board, the supply officer or designated officer is responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records. In situations involving a person determined to be deceased or missing, the supply officer, after gaining custody of the shipment and until Commander, Navy Personnel Command (COMNAVPERSCOM), PERS-621, establishes next of kin, will have the shipment picked up and placed in non-temporary storage by the local PPSO.

1. Custody. Signature required on NAVSUP Form 29 upon receipt of effects from inventory board.
2. Storage. Locally procured (security area or non-temporary storage).
3. Security. See paragraph N6002-C.
4. Shipment. The Personal Property Office, upon contact from the CACO will determine shipment mode, for household goods shipments.
5. Disposition. Except for persons determined to be deceased or missing, procures the necessary government appropriations to ship the lost, abandoned or unclaimed personal effects, and lost, abandoned or unclaimed privately owned personal property.
6. Records. Maintain status and shipment file.

C. Casualty Assistance Calls Officer (CACO). In all cases involving effects of persons in the Navy determined to be deceased or missing, the assigned CACO is responsible for completing the appropriate shipping documents and acting as the liaison, on behalf of the next of kin, when the primary next of kin, heir, etc., is not at origin or is unable to complete the appropriate shipping documents at the PPSO. Any contact with the next of kin to initiate the shipment, storage and/or the delivery of personal property is the responsibility of the assigned CACO and not Personal Property personnel.

1. Provide proper authorization (see N6001D below)) to the origin Personal Property Office for shipment of the household goods.
2. Completes shipping documents.
3. After pick up of the shipment at origin, establish contact with the Director at the destination PPSO and provide delivery instructions.

D. Navy Personnel Command (NAVPERSCOM). In compliance with US Code-Title 38, Section 8501 (www.law.cornell.edu/uscode/38/8501.html), NAVPERSCOM, Casualty Assistance Branch, PERS 621, can establish the heir, next of kin, or legal representative of the owner in situations involving the effects of personal in the Navy determined to be deceased or missing. PERS 621 issues the appropriation needed to ship/store the effects of persons in this category and can be contacted for assistance at 1-800-368-3202.

E. Personal Effects Distribution Center (PEDC). Responsible for the storage and record keeping of personal effects for lost, abandoned, declared absentees and deserters, or effects that fit this description when CO/IC are unable to determine or locate the owner (or the heir, next of kin, or legal representative of the owner). No personal effects of persons determined to be deceased or missing are to be sent to PEDC (see Supply Officers responsibility in paragraph N6001.B above).

F. Naval Supply Systems Command (NAVSUP), Code 05. NAVSUP's responsibility is to provide interpretation, guidance and assistance concerning the information and procedures set forth in this Chapter.

N6002 INVENTORY OF PERSONAL EFFECTS (NAVSUP 29)

The inventory board is responsible for collecting, inventorying, cleaning, sealing and delivering the personal effects to the supply officer for safekeeping and disposition. The inventory, NAVSUP Form 29, must reflect an accurate count and the correct nomenclature of items inventoried as well as annotations of items cleaned and laundered. The status and disposition of all personal effects handled by the inventory board must be documented on the inventory (articles of sensitive or personal nature included). Money must be handled IAW paragraphs N6005 and N6006. The inventory board shall remove from the personal effects all classified matter, which is to be disposed of in accordance with the Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1 series). Articles injurious to personnel, such as small arms, ammunition, or other explosives, and articles that constitute fire hazards are to be rendered harmless, if practicable. If such articles cannot be rendered harmless, they are to be disposed of by qualified personnel. Extreme care must be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general terms as "Diamond," "Gold," and "Platinum" should not be used without qualifying remarks, as such articles may not, in fact, consist of those elements. Any articles of a sensitive or personal nature, i.e., pornographic or objectionable matter, are to be handled as such. Do not release to the next of kin (NOK) or legal representative of the owner until the CACO, or releasing official advises the NOK or claimant of such material. If NOK or legal representative of the owner declines this item(s), they are to be disposed of in accordance with the Defense Reutilization and Marketing Office) Manual (DRMO) DOD 4160.21-M (www.drms.dla.mil). Any information relating to unsettled financial transactions is to be recorded in the section "Statement of Unsettled Financial Transaction" on the NAVSUP Form 29. A copy of each piece of correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, is to be attached to the original copy of the inventory. The Commanding Officer, Installation Commander, Inventory Board, or Supply Officer is to take no official action to settle outstanding financial transactions recorded on the inventory. Any Government-owned equipment, articles or material is to be removed from the personal effects and recorded on the NAVSUP Form 29 and handled in accordance with current instructions applicable to such equipment, article or material.

When CO/IC are unable to determine or locate the owner (or the heir, next of kin, or legal representative of the owner) in accordance with US Code: Title 38, Section 8501 (www.law.cornell.edu/uscode/38/8501.html) personal effects for lost, abandoned, declared absentees and deserters, or effects that fit these descriptions are to be shipped PEDC, Fleet and Industrial Supply Center, Cheatham Annex, Williamsburg, VA 23185. The supply officer is responsible for providing funding at government expense for these shipments. All shipments of personal effects sent to PEDC require a NAVSUP Form 29. A copy of each piece of correspondence relating to the attempts made by the responsible CO/IC to determine and locate the owner of the effects, the next of kin, the heir or the legal representative of the owner must accompany the effects to PEDC. Only shipments fitting this category with proper documentation may be sent to PEDC.

A. Preparation of The Inventory of Personal Effects (NAVSUP Form 29).

General. The inventory of personal effects is listed on NAVSUP Form 29 (see Figure 9-1). A minimum of an original and five copies must be prepared. Information that cannot be included in the space provided on the NAVSUP Form 29 is to be listed on a continuation sheet (white bond paper) under appropriate captions. Additional copies of NAVSUP Form 29 as required may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of the NAVSUP Form 29 are to be signed by both members of the inventory board and the convening authority before delivery to the supply officer or officer designated to receive the effects from the inventory board.

1. List of Personal Effects. The inventory board completes the section "List of Personal Effects" on the reverse of the NAVSUP Form 29. The supply officer or the designated officer must record, on the reverse of the form, the disposition of the personal effects if the personal effects have not been returned to the owner.

- a. Proceeds from sale of perishable items _____.
- b. Government property retained at _____.
- c. Articles (motor vehicles, boats, trailers, HHG, furniture, and furnishings) retained at _____; pending receipt of disposition instructions.
- d. In remarks section explain the condition of clothing (i.e., cleaned) if not cleaned provide an explanation.

B. Distribution of the Inventory of Personal Effects.

1. By the Inventory Board. The inventory board distributes copies of the NAVSUP Form 29 as follows:

- a. Forward original and all copies with the personal effects to the supply officer or designated officer (who must acknowledge receipt) and distribute remaining copies as prescribed below.
- b. Forward one copy to the convening authority.
- c. File one copy in the owner's service record if available.
- d. Fax a copy to PERS 621 at 901-874-6654 or DSN 882-6654.

2. By the Supply Officer. The supply officer or designated officer, upon receipt of the effects from the inventory board, must enter the disposition information on all copies of the NAVSUP Form 29 and forward the copies as follows:

- a. Return two copies to the inventory board.

- b. Pack one copy inside each container (i.e., sea bag, carton, garment bag, etc.) with the personal effects.
- c. If the personal effects are to be forwarded to the **PEDC, FISC Cheatham Annex, Williamsburg, Virginia 23815**, forward the original and two copies with a letter of transmittal to PEDC.
- d. If the personal effects are shipped via registered mail or other means to the owner or the owner's next of kin, forward a copy to the consignee and retain the original. **Personal effects of deceased or missing persons must not be sent via registered mail.**
- e. If the personal effects are those of a missing or deceased Navy member, forward a copy to the assigned CACO and a copy to the Commander, Navy Personnel (PERS-621), 5720 Integrity Drive, Millington, TN 38055-6210 , or a FAX copy at 901-874-6654 or DSN 882-6654.
- f. File one copy of the expenditure invoice with a copy of the shipping papers.

C. Security.

All persons concerned must ensure the necessary precautions are taken to prevent pilferage or damage to the personal effects. Supply Officers, or designated officers receiving personal effects from inventory boards for safekeeping and storage, must verify the items of personal effects as annotated on the NAVSUP Form 29 and store the effects in locked, controlled spaces and/or an approved government non-temporary storage facility (see paragraph N6601.B). Money, negotiable instruments and articles of intrinsic value, such as jewelry must be stored in a combination type safe. When transfer of custody of the personal effects including cash, checks and other valuables is made by hand, a receipt must be acknowledged by the receiving officer by endorsing the original and all remaining copies of the NAVSUP Form 29. The delivering officer must retain a signed copy of the receipt. When personal effects are shipped or mailed, items of intrinsic value must be shipped in a separate container/box via Registered Mail, a record of the transfer must be made on the document and all remaining copies of the NAVSUP Form 29. The forwarding officer must retain a copy of the shipping document and registry receipt.

N6003 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE

The Commander, Navy Personnel Command, Casualty Assistance Branch (PERS 621), in all cases involving deceased or missing personnel's personal effects assist the CACO in establishing the proper recipient in accordance with the 38 U.S.C., Section 8501 which outlines the order of precedence for receipt of personal property. When personal effects are determined to be lost, abandoned or unclaimed the Commanding Officers and/or Installation Commanders should make every reasonable effort to locate the next of kin, heir or legal representative, in accordance with 38 U.S.C., Section 8501, of the owner of the effects prior to transferring those items to the **PEDC, FISC Cheatham**

Annex, Williamsburg, VA 23185 for disposition (See sample letter). When the owner, heir, next of kin, or legal representative has been determined, see the Defense Reutilization and Marketing Manual, Chapter 4, paragraph 40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property (DOD 4160.21-M)) for guidance.

N6004 DISPOSITION OF PERSONAL EFFECTS

A. Genera. Although it is not necessary for the personal effects to be repaired, the personal effects must be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the supply officer first receiving personal effects from the inventory board takes any necessary action to comply with this policy. However, the activity that actually forwards the personal effects to the next of kin, heir, or legal representative has the final responsibility to ensure that the personal effects are in a satisfactory condition. Except at PEDC, any expense incurred for cleaning or laundering of personal effects must be charged to the operation and maintenance allotment of the activities requesting services to be performed. Foreign currency and coins exceeding \$5 in value must be converted to United States currency, if practicable. Prior to shipment, the supply officer must resolve any difference between the inventory board list and the personal effects to be shipped. When appropriate, the Brooks Model A (one piece) "Cable Seal Lock which has been assigned NSN 5340-00-0084-1570 and complies with MIL-S-23769 specifications, should be used. If a serial number cable seal lock is not available a serial number ball type seal with a penned bolt and nut or #5 American Wire Gauge wire twist may be substituted. The seal number must be annotated on the shipping document.

B. Shipment of Personal Effects of Persons Determined to be Deceased or Missing.

Command Responsibility. Personal effects in this category will be placed in non-temporary storage at the origin site of the shipment. The Casualty Assistance Branch, PERS 621, shall be notified and provided necessary information concerning the status of the shipment. Shipments placed in non-temporary storage shall remain there until the NOK, legal heir, etc. is notified by the CACO or PERS 621 and request shipment. Non-temporary storage is authorized for one year (See JFTR, par. U5372).

C. Lost, Abandoned or Unclaimed Personal Effects or Unclaimed Privately Owned Personal Property.

1. Command Responsibility. Lost, abandoned or unclaimed personal effects must be returned to the owner or when the owner cannot be located, forwarded to next of kin, heir or legal representative in accordance with US Code: Title 38, Section 8501 (www.law.cornell.edu/uscode/38/8501.html) and the Defense Reutilization and Marketing Office Manual (DRMO), DOD 4160.21-M (www.drms.dla.mil). Shipment to the owner, next kin, heir, or legal representative at public expense is not authorized when the cognizant command determines the loss or abandonment was the result of an offense or breach or discipline committed by the owner. When the owner, next of kin, heir or legal representative cannot be located or determined forward the personal effects to the **PEDC, FISC,**

Cheatham Annex, Williamsburg, Virginia 23185. Shipment to PEDC will be made at government expense. Items of a perishable nature, such as tobacco, food and alcoholic beverages must be removed and disposed of by the supply officer receiving the personal effects from the inventory board. When the NAVSUP Form 29 indicates that valuables, as distinguished from money, are in safekeeping deposit, the supply officer must withdraw such valuables upon surrender of the safekeeping deposit receipt from the custodian officer and these valuables must be forwarded with the effects. All transactions involving the transfer of custody of money and valuables, exchange of money for a treasurer's check and shipment of personal effects, must be recorded on the original and all copies of the NAVSUP Form 29. Supply Officers of afloat units or activities normally must deliver personal effects to the supply activities ashore for forwarding to destination. Foreign money not exchange for United States currency should be listed as Class 5 on NAVSUP Form 29.

2. Invoice/Shipping Document. When personal effects are transferred, by any means, to another Naval Activity or the PEDC, the supply officer must prepare a DD Form 1149 to document the transaction. A transportation control number must be assigned IAW DOD 4500.32-R, Vol. 1, appendix C, para. 9. The original with an acknowledging receipt signature from the receiving activity, must be retained in the expenditure invoice file with a copy of the NAVSUP Form 29 attached. When direct shipment is made, a copy of the postal receipt, freight forwarder waybill or shipping document, must be retained with the DD Form 1149. The expenditure invoice number and the transshipping activity also must be recorded in the "Remarks" section of the NAVSUP Form 29.

3. Money and Negotiable Instruments. The supply officer must remove money totaling \$5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments must be deposited with the disbursing officer for safekeeping. All foreign currency must be exchanged for United States currency; if not it will be classified as Class 5 personal effects. Money in excess of \$5 must be exchanged for a treasurer's check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing the detailed description of the items shipped must accompany the shipment. The original of the letter of advice must be forwarded under separate cover to the PEDC.

D. Effects of Absentees and Deserters.

Command responsibility. See Defense Reutilization and Marketing Manual (DOD 4160.21-M, Chapter 4, paragraph 40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property)) for guidance. Shipment of lost or abandoned personal effects to the owner, next kin, heir, or legal representative at public expense is not authorized when the cognizant command determines the loss or abandonment was the result of an offense or breach or discipline committed by the owner.

1. Personal effects abandoned by persons declared to be absentees or deserters are included in this category. Absentees' or deserters' effects may be

shipped to the owner, next of kin, or legal representative at no expense to the Government only upon receipt of a positive written request or a claim. Shipment must be made on a "collect on delivery (COD)" basis on a commercial bill of lading. Supply Officers of ships must retain the personal effects abandoned by absentees and deserters for a period of three months, unless the effects are returned to the owner prior to the expiration of the three months. At the expiration of the 3-month period, the supply officer must arrange for shipment of the personal effects to **PEDC, Fleet and Industrial Supply Center, Cheatham Annex, Williamsburg, Virginia 23815**. The supply officer issuing the shipping document must ascertain the cost of the shipment and prepare a Pay Adjustment Authorization (DD Form 139) against the pay record of the owner of the personal effects. A notation of the pay adjustment, and to whom forwarded, must be entered on the original and all copies of the shipping document. The DD Form 139 showing the shipping document, expenditure number, and a copy of the shipping document number must be forwarded to the disbursing officer having custody of the pay record of the absentee or deserter. A copy of the accomplished DD Form 139 must be forwarded to **NAVTRANS, Norfolk, VA 23512**.

2. The DD Form 139 and a copy of the shipping document must be forwarded to **PEDC** when personal effects are shipped to that activity. Afloat units or other activities having personal effects of absentees or deserters on board may, under the following conditions, transfer such effects to the supply officer of the nearest Navy activity ashore for safekeeping or for further disposition:

- a. When adequate space and security are not available.
- b. Prior to departure on an extended cruise.
- c. Prior to departure from Naval activities ashore outside the United States including Alaska and Hawaii.

An afloat unit or activity must forward a copy of the NAVSUP Form 29 with a letter of transmittal to the **Chief, Bureau of Naval Personnel** indicating the name of the activity ashore to which the personal effects of the absentee(s) and/or deserter(s) were delivered.

E. Disposition of Personal Effects of Personnel Determined to be Mentally or Physically Incapacitated

The personal effects of persons determined to be mentally or physically incapacitated must accompany them when hospitalized or transferred for special treatment (See JFTR, par. U5345). The activity responsible for the care of the incapacitated person must ensure that the personal effects are safeguarded until the person is released from care. If it is determined that it is not practical to have money identified as part of the personal effects accompanying the person, the money must be turned over to the nearest disbursing officer who issues a Government check in accordance with the Navy Comptroller Manual, Volume 4, Chapter 2. Such disposition must be explained in the "Remarks" section of the NAVSUP Form 29.

F. “LUCKY BAG” ITEMS OF PERSONAL EFFECTS.

Single or scattered items of clothing and other personal effects deposited in the “lucky bag” may be used locally or disposed of in accordance with the regulations of the ship or station regarding the “lucky bag”. When it is not possible to determine the owner of “lucky bag” items and the value is less than \$25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at \$25 or more must be held for a period of 3 months before local disposition action is taken. If such items are sold, the proceeds of the sale must be handled in accordance with the Navy Comptroller Manual, par. 043143. Commanding Officers must require the custodian of the “lucky bag” or other designated person, to keep records of all items received into or expended from the “lucky bag”, and to furnish an itemized receipt to the donor of the items, if known. **Do not forward Lucky Bag items to PEDC. Dispose of Lucky Bag items IAW DRMO (DOD 4160.21) guidelines.**

G. Disposition by Personal Effects Distribution Center (PEDC).

All categories of shipments authorized for shipment to PEDC, as indicated in this Chapter, will be disposed of by PEDC IAW DRMO, (DOD 4160.21-M) (www.drms.dla.mil/pubs).

N6005 MONIES DERIVED FROM PERSONAL EFFECTS**A. Personal Effects Distribution Center Fiscal Procedures.****1. Deposit Funds.**

a. Lost, Abandoned, or Unclaimed Money. Money which is part of the effects classified as lost, abandoned, or unclaimed, including proceeds of sales of such personal effects, must be credited to the Deposit fund 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy (T). The amount paid is charged to the same fund. Balances in this deposit fund not paid to the proper recipient are transferred to the Receipt Account 171060, Forfeitures of Unclaimed Money and Property. The periodic report required by ***NAVCOMPT Manual, par. 047374**, on Deposit Funds 17X6001 and 17X6002, must be mailed to:

**Director
Defense Finance and Accounting Service
Cleveland Center Code AABC
1240 East Ninth Street
Cleveland, OH 44199-2055**

b. Money of Deceased or Missing Naval Personnel. Money which is part of the effects of deceased or missing Naval personnel, including proceeds of sale of such effects, must be credited to the Deposit Fund 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or

Missing Personnel (T). **Balances in the deposit fund consisting of individual items of less than \$5 belonging to individuals whose names are unknown must be transferred to Receipt Account 171060.** Forfeitures of unclaimed items of \$5 or more belonging to individuals whose names are known, but have not been paid to the proper recipient, must be transferred to appropriation 20X6133, Payment of Unclaimed Moneys.

c. Records to be Maintained. The following records must be maintained by PEDC:

- 1) An individual ledger must be maintained for each case to record all receipts, payments, and transfers, and to show the balances to the credit of the case.
- 2) A control ledger must be maintained for each deposit fund to record receipts and payments and to show the balance of the fund.
- 3) A receipt journal and an expenditure journal must be maintained for each deposit fund to record all receipts and payments.

d. Credits to Deposit Funds. The following are credits to deposit fund:

- 1) U. S. Treasury checks and cash received with effects and from proceeds of sale which must be recorded in the receipt journal on the date received.
- 2) All money entered in the receipt journal must be delivered daily, if practical, to the disbursing officer. If not practicable, the money must be kept temporarily in a safekeeping deposit and delivered to the disbursing officer at least every 2 weeks, as well as on the last calendar day of the month, and whenever the amount is \$25 or more. The disbursing officer must acknowledge receipt and take up the amount for credit to the designated deposit fund. Each deposit must be identified by the number or symbol assigned by the Personal Effects Distribution Center, the name of the ship or station at which the effects were inventoried, and the date of the inventory.
***By endorsement on the inventory of Personal Effects (NAVSUP Form 29), PEDC must record disposition of the money, giving the date and name of the disbursing officer.**

e. Ledgers.

- 1) Individual Ledgers. Individual ledgers must be posted daily from the receipted schedule of collections, except adjustments arising from accounting errors and payment. Adjustments must be posted from requests for adjustments and payments posted from copies of vouchers.

2) Control Ledgers. The daily total of the journals must be posted to the control ledger.

3) Proofs. Once each month, or more frequently if volume warrants, the total of the balances in the individual ledgers must be verified to the balances in the related control ledger.

f. Transfer of Deposit Funds to Treasury Department. As of **1 October** each **fiscal** year, amounts will be transferred to the Treasury Department as follows:

1) Deposit Fund, 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel, Navy (T) --amounts, **which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, 5 years from date of deposit of moneys in the fund**, must be transferred to the appropriation **20X6133**, Payment of Unclaimed Moneys.

(LEDGER FOR DECEASED SHOULD BE FIRST.)

2) Deposit Fund, 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy (CT) --amounts which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, 5 years from date of deposit of moneys in the fund, must be transferred the Receipt Account 171060, Forfeitures of Unclaimed Money and Property.

To accomplish the transfer, **an original and two copies** of schedule of deposits for transfer must be prepared and transmitted by letter to Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055. DFAS reviews the submission, and if found satisfactory, prepares and executes **Correction Notice, NAVCOMPT Form 621** to effect the transfer. A copy of the executed **NAVCOMPT Form 621** must be forwarded to the Personal Effects Distribution Center. Upon receipt of the copy of the **NAVCOMPT Form 621** and attached schedule of deposits for transfer, the total on **the NAVCOMPT Form 621** must be entered in the expenditure journal of the applicable deposit fund and each individual ledger must be posted showing the date and number of **NAVCOMPT Form 621** and amount transferred.

g. Schedule of Deposits for Transfer (NAVSUP Report 7330-10). On **1 October** of each **fiscal** year, the Personal Effects Distribution Center must forward a report of deposits for transfer, in letter form, to **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055.**

B. Claims For Monies Derived From Personal Effects.

1. General. When claims for money found in personal effects and proceeds from sale of the effects are received from the owner of the personal effects or the next of kin, heir, or legal representative after transfer of such funds to appropriation 20X6133. Payment of Unclaimed Moneys, in the case of deceased personnel, or subsequent to **appropriation** 171060, sale of lost, abandoned, or unclaimed personal effects, PEDC must prepare, from the case file concerned, an abstract of data to support the claim. The abstract must include, but is not limited to:

- a. Name and status of the owner of the effects.
- b. Date effects came into custody of the department of the navy at a storage point, that is date of initial inventory.
- c. Month and year the effects were sold or otherwise disposed of.
- d. Amount of money on deposit.
- e. Symbol number and title of the trust fund in which deposit is carried.
- f. Name and symbol number of the disbursing officer who reported the deposit and the month and year deposit was reported in his accounts.
- g. Certification that voucher covering refund has not been approved and that according to the appropriate personal effects distribution center records, payment has not been made.

The original and one copy of the abstract must be attached to the claim and forwarded to the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055**. A copy of the abstract must be retained by the Personal Effects Distribution Center in the case file.

2. Payment by Personal Effects Distribution Center (PEDC).

- a. Voucher Form. When determination is made of the person entitled to money on deposit, and payment is to be made, the Commanding Officer or designated officer assistant must have prepared and must sign Public Voucher for Purchases and Services Other than Personal (Standard Form 1034). (See Figure 9-9.)
- b. Refunds. For refunds, an original and six copies of an approved voucher must be delivered to the disbursing officer who draws a treasurer's check for payment to the payee. Two copies of the paid voucher must be furnished to the Personal Effects Distribution Center.
- c. Records. The payment must be recorded from the paid voucher in the expenditure journal on the day payment is made.
- d. Disbursing Officer Voucher Number. Arrangements must be made to receive the Disbursing Officer voucher number. The Disbursing Officer voucher number must be entered on the paid copy of the voucher, which must be filed in the case folder.

3. Claims Forwarded to General Accounting Office.

a. Deposit Fund 17X6001.1250, Proceeds of Sales of Lost Abandoned or Unclaimed Personal Property, Navy (T) (Proceeds of Sales of Personal Property, Navy). Claims forwarded to the General Accounting Office and properly chargeable to Deposit Fund 17X6001.1250, after approval by the General Accounting Office, will be paid by the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055**. A paid copy of the voucher, certificate, or other document on which settlement is made must be forwarded to the appropriate PEDC center and be recorded in an applicable expenditure journal, individual ledger, and control ledger as of the date of payment.

b. Deposit Fund. Payment of Unclaimed Money (T) **20X6133**. When a claim is filed subsequent to the date money has been transferred to this fund, approved amounts will be designated for charge to the fund. Upon settlement the Director, Defense Finance and Accounting Service, Cleveland center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055, payment is made by the Treasury Department and Navy records, including those at the appropriate Personal Effects Distribution Center, are not affected.

N6006 ADJUSTMENTS BETWEEN DEPOSIT FUND, PROCEEDS OF SALES OF LOST, ABANDONED, OR UNCLAIMED PERSONAL PROPERTY, NAVY (T) (PROCEEDS OF SALES OF PERSONAL PROPERTY, NAVY), 17X6001.1250 AND DEPOSIT FUND, PERSONAL FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY (T) (FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY), 17X6002.1250

Notice. When it is determined that a deposit has been taken up in the wrong fund, or a payment made from the wrong fund, a request for adjustment must be furnished to the disbursing officer for forwarding to the **DFAS**, through which the disbursing officer reports. If notice reaches the **DFAS** in the month the transaction was first reported, adjustment is accomplished by **DFAS** and the item reported correctly in the accounts. If adjustments are for a prior month, DFAS affects adjustment on the Voucher and Schedule to Effect Correction of Errors (Standard Form 1097) **or appropriately used form**.

Record. The request for adjustment must be recorded in the applicable journal, individual ledger, and control ledger.

N6007 DISPOSAL OF LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY AND PRIVATELY-OWNED VEHICLES (POV)

See the Defense Reutilization and Marketing Office (DRMO) Manual, Chapter 4, paragraph 40, for guidance.

CHAPTER 7

LOSS AND DAMAGE

N7000 CLAIMS FOR LOSS OR DAMAGE

A. General. The Military Personnel and Civilian Employee's Claim Act is a gratuitous payment statute enacted by Congress to partially compensate for personal property that is lost, damaged, or destroyed incident to service. It is not insurance coverage and was not intended to replace private insurance.

B. Government Liability. The maximum amount paid by the Government under public law is ordinarily \$40,000 per incident. An incident is the event in which the damage occurs. The \$40,000 limit cannot be doubled by making two shipments and issuing two Government Bills of Lading for one member if the HHG are destroyed in the same incident. When a member has both an air shipment and a surface shipment, and each shipment is damaged in unrelated incidents, two incidents exist and the maximum amount payable by the Government is \$40,000 per incident. The Defense Authorization Act of 1996 authorizes payment up to \$100,000 if the claim arose from an emergency evacuation or from extraordinary circumstances as determined by the Judge Advocate General.

C. Carrier Liability. The minimum released valuation for TGBL and ITGBL shipments is \$1.25 times the total net weight (in pounds) of the shipment. (NOTE: The released value of \$1.25 does not apply to DPM shipments.) All members may pay to release shipments at a higher released value (lump sum declaration) or full replacement protection for domestic shipments only. Provisions for increasing the valuation are contained in MTMC rate solicitations. When the service member exercises the option to release a shipment at a value exceeding \$1.25 times the actual net weight (in pounds) of the entire shipment, the property owner must submit the claim to the cognizant claims office for settlement. When the service member exercises the option to release a shipment under the provisions of full replacement protection, the service member must first present the claim to the carrier to allow or provide satisfactory repairs. However, the claim may be submitted to the claims office if the carrier denies the claim, or 30 days have passed since the member's submission of the claim to the carrier, and the member has not cashed any check received from the carrier. The claims office processes the claim using regular claims procedures, including appropriate depreciation, and pursues recovery action against the carrier for the full replacement value. If recovery is successful, any amount recovered in excess of the amount paid to the claimant by the claims office must be returned to the claimant.

If HHG are lost or damaged in shipment on a TGBL move, a member may file a claim with the Government. The member can be paid up to \$40,000.00 for the fair market value of the HHG. The fair market value is determined by the depreciated replacement cost of an article. Furthermore, there are limits on the maximum amounts per article

and per claim that can be paid on many items. The carrier is liable to the Government for the basic coverage of up to \$1.25 times the net weight of the shipment. The Government pays for this basic coverage and there is no additional cost to the member.

D. Release of Claims Information. The Judge Advocate General of the Navy has ruled that Navy claims offices should, as a matter of procedure, release to carriers and warehousemen copies of the adjudicated DD Form 1844 when demand against the carrier or warehouseman is being made.

N7001 LIABILITY COVERAGE

A. Basic Valuation Coverage. This coverage holds the carrier liable for \$1.25 times the net weight of each shipment. The carrier's liability is limited to that amount only. There is no additional cost to the member for this coverage. Basic coverage is "depreciated value" coverage.

BASIC COVERAGE

Net weight of shipment =	10,000 pounds	
Member's Adjudicated Loss/Damage Amount =		\$70,000.00
Maximum Government Liability =		\$40,000.00
Maximum Carrier Liability = 10,000 LB X \$1.25 per LB =		<u>\$12,500.00</u>
Maximum Member can be Reimbursed (\$40,000 + \$12,500)		\$52,500.00

B. Increased Coverage. If the shipper determines that the basic coverage is not enough to cover the value of the shipment, the shipper may choose to increase the coverage by buying additional protection. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage.

1. Option 1: Higher Released Valuation or Lump Sum Coverage. An increased value may be placed on a shipment by the member above the basic \$1.25 time the actual net weight of the shipment to \$2.00 or \$3.00, or as a lump sum as \$50,000.00. There is no maximum limit. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage. Option 1 is "depreciated value" coverage.

EXAMPLE OF INCREASED VALUE/LUMP SUM COVERAGE:

Net weight of shipment =	10,000 pounds	
Member's Adjudicated Loss/Damage Amount =		\$70,000.00
Maximum Government Liability =		\$40,000.00
Maximum Carrier Liability at Higher Released Value =		
10,000 LB X \$3.00 per LB =		<u>\$30,000.00</u>
Maximum Member can be Reimbursed (\$40,000 + \$30,000)		\$70,000.00

Cost of Increased Coverage:

Increased Carrier's Coverage	10,000 LBS X \$3.00	\$30,000.00
Cost of Increased Coverage	$\$30,000.00 \times \$0.64/\$100 =$	\$192.00
Carrier's Basic Coverage	10,000 LBS X \$1.25 =	\$12,500.00
Govt Cost	$\$12,500.00 \times \$0.64/\$100 =$	<u>80.00</u>
Member's Increased Coverage Cost =		\$112.00

2. Option 2: Full Replacement Valuation. This option may be elected by the shipper who decides that full replacement coverage is required. The carrier is (only) responsible to pay full replacement up to \$3.50 times the actual shipment weight or \$21,000, whichever is greater. Option 2 is not depreciated value coverage. The carrier's liability is the amount necessary to replace or repair any and all items lost or damaged up to the declared amount. The shipper under this option would be paid the cost to replace any item damaged, lost or broken beyond repair. Under this option, the carrier has the right to repair or replace items instead of paying the shipper for them. The shipper must submit the loss/damage claim to the carrier before initiating a claim against the government.

EXAMPLE OF FULL REPLACEMENT VALUATION COVERAGE:

Net weight of shipment = 10,000 pounds
 Member's Adjudicated Loss/Damage Amount = \$70,000.00

Maximum Government Liability = \$40,000.00
 Maximum Carrier Liability at Full Replacement Value =
 \$21,000 or 10,000 LB X \$3.50 per LB (whichever is greater) \$35,000.00
 Maximum Member can be Reimbursed (\$40,000 + \$30,000) \$75,000.00

Cost of Full Replacement Coverage:

Full Value Coverage	10,000 LBS X \$3.50	\$35,000.00
Cost of Full Value Coverage	$\$35,000.00 \times \$0.85/\$100 =$	\$297.50
Carrier's Basic Coverage	10,000 LBS X \$1.25 =	\$12,500.00
Govt Cost	$\$12,500.00 \times \$0.64/\$100 =$	<u>80.00</u>
Member's Full Value Coverage Cost =		\$217.50

N7002 CLAIMS COUNSELING CHECKLIST

The PPSO at origin and destination should fully counsel Navy members on claims entitlements and procedures including the importance of timely submission of DD 1840/1840R. The destination PPSO must provide the following list whenever there is an indication of shipment loss or damage.

1. Navy members must submit a demand against any private insurer for payment at the same time submitting claim against the Government. The member must not be paid by the Government until the private claim is adjudicated. The member must provide a copy of each piece of correspondence from the private insurance provider to the Navy Claims Office.

2. When the Navy member authorizes someone else to file the claim or receive payment, a Power of Attorney must be submitted.
3. The Navy Claims Office must receive, sign and date the Notice of Loss and Damage, DD Form 1840R, within 70 days of delivery.
4. Navy members are responsible for completing each section of the Claim for Loss of or Damage to Personal Property Incident to Service, DD Form 1842, including block 9 (amount claimed) and block 10 (circumstances).
5. Navy members are responsible for completing each section of the List of Property and Claims Analysis Chart, DD Form 1844, including dates of pickup and delivery, GBL number, description of the damage to each item claimed, the make and model of each item claimed, the original cost, month and year of purchase, repair costs, replacement costs, inventory numbers, and amount claimed.
 - a. Repair Costs: Damaged items need an estimate from a firm that is in the business of repairing such items. If the item is damaged beyond economical repair, the estimate must state this and the claimant must submit evidence to provide the replacement price of the item. The estimate should clearly state the specific location and damages that are being repaired. An estimate that simply shows "repair" or "refinish" is not satisfactory.
 - b. Replacement Costs: Items with a replacement cost of \$100.00 or more must be verified by clippings from catalogs, newspaper advertisements, etc., which show pictures and prices of identical or comparable items or written estimates from a firm which sells identical or comparable items. For a missing item not specifically described on the inventory with make, model, and size, that has a value of \$100.00 or more, the member is required to provide proof that the item claimed was of the same quality as the replacement item submitted. Purchase receipts, copies of canceled checks, credit card bills, or a picture of the damaged/missing item along with two examples (catalog, newspaper add, etc.) of present retail value.
 - c. Electronic Items. For each electronic item with internal damage such as TV's, stereos, computers, etc., the member must submit an electrical/electronics repair form, obtained at the Navy Claims Office, completed by a person in the business of repairing such items.
6. Navy members should provide copies of the following documents when submitted claim for loss and damage.
 - a. GBL.
 - b. Change of Station Orders and Amendments.
 - c. Inventory sheets received from the carrier.

- d. Individual listing of all missing collections, including CDs, cassettes, video tapes, books, etc.

N7003 INCONVENIENCE CLAIMS

A. MEMBER ACTION. Navy members are allowed to file an inconvenience claim with the carrier when a missed pickup, missed RDD, or missed confirmed SIT delivery date caused out-of-pocket expenditures by the member for lodging, meals, and rental or purchase of household necessities. The member must provide original receipts to the carrier and maintain legible copies. The carrier should make payment within 30 days of request.

NOTE: If the shipment was late due to being held by customs, or if the carrier has been disqualified, placed in non-use status, or has gone out of business, there is no action that can be taken by the Government.

B. PPP0/PPSO ACTION.

1. When the carrier does not honor the member's claim for any reason, the member may file the inconvenience claim with the destination PPSO for resolution with the carrier. If local resolution cannot be reached, the claim may be referred to HQ MTMC for final determination that may result in set-off action.
2. The PPP0/PPSO screens all inconvenience claims for items purchased by the member that may be considered unnecessary. Only reimbursement for expenditures to relieve a hardship may be authorized.
3. MTMC. When an inconvenience claim is submitted by the PPSO to HQ MTMC, the following information is required.
 - a. A statement from the PPSO as to the reasonableness of the claim, including the total number of days the shipment was late.
 - b. Provide the scheduled and actual pickup dates.
 - c. Provide the RDD and actual date the shipment was available for delivery.
 - d. Provide copy of the shipment GBL.
 - e. Provide copy of the PPSO appeal to the carrier and the carrier's reply.
 - f. Provide copy of the member's initial claim letter and the carrier's reply.
 - g. Provide copies of the member's receipts for out-of-pocket expenses and any other pertinent data or documentation to support the claim.
 - h. If receipts are lost, the member must provide a sworn statement from the Navy Legal Service Office. (Copy to be filed with the PPSO.)
4. Civil Court Action. If MTMC action does not accomplish settlement of the claim, the member may seek recourse by civil court action against the carrier.

CHAPTER 8

PERSONAL PROPERTY OF CIVILIAN EMPLOYEES

N8000 REGULATORY AUTHORITY

The regulatory authority for the shipment and storage of personal property of civilian employees and the procedures to be followed are contained in the Joint Travel Regulations, Volume 2 (JTR). No other chapter within the NAVSUP 490 shall be applied to civilian employees. PPSOs must refer to the JTR, Vol. 2 for civilian employees shipping and storage entitlements. Within the Navy, the Naval Civilian Personnel Command Offices have responsibility for all transportation entitlement matters for civilian employees.

A. General.

Authorization to ship HHG by GBL must be authorized on the travel order by the activity funding the shipment and storage. The estimated amount obligated on the travel order should cover all transportation-related expenses for the transportation and storage of the estimated weight provided by the DOD employee prior to processing the shipment.

N8001 CONUS SHIPMENTS (C8000)

A. Temporary Storage (SIT) (C8001-B2).

Storage beyond the first 90 days requires approval by the commanding officer or designated representative of the DOD activity funding the transportation and storage. Under no circumstances may the government authorized temporary storage exceed 180 days.

B. Non-temporary Storage (NTS) Incident to Assignment at an Isolated Duty Station (C8001-B3).

Authorization for non-temporary storage must be on the travel order. The estimated amount obligated on the travel order should cover all transportation-related expenses, any SIT, and NTS expenses (drayage, handling-in and the current fiscal year storage charges).

NOTE: The transportation officer must provide a prepared Service Order for Personal Property (DD1164) to the employee and the employee's servicing civilian personnel officer (the employee must provide the POC and address of the servicing civilian personnel officer).

The following statement to the servicing civilian personnel officer and/or the activity whose funds are being charged must be placed in block six (6) of the DD1164:

IT IS THE RESPONSIBILITY OF THE ACTIVITY WHOSE FUNDS ARE BEING CHARGED TO ENSURE THAT EACH FISCAL YEAR A NEW ACCOUNTING CITATION IS PROVIDED TO THE RESPONSIBLE TRANSPORTATION OFFICE AND THAT THE OBLIGATION IS MADE TO PAY FOR NON-TEMPORARY STORAGE CHARGES ACCURING UNDER THE ACCOUNTING CITATION PROVIDED. (JTR, par. C7002-C3(g) applies)

N8002 MOVEMENT TO AND BETWEEN OCONUS ACTIVITIES (C8002).

A. Excess Weight Beyond the Control of Employee (C8002-B2). The collection authority is NAVTRANS. PPP0/PPSO must notify NAVTRANS of possible excess and document PPGBL for pay checkage review. A member may pay for excess cost prior to shipment. Amount collected must be shown on the GBL and copy forwarded to NAVTRANS.

B. Storage (C8002-C).

1. Non-temporary storage - See JTR, par. C8002-C3 .

**SAMPLE LETTER FOR
SPECIAL STORAGE WHEN TEMP DUTY OR DEPLOYMENT OVER 90 DAYS**

FM: C.O.

TO: PPTO

SUBJ: SPECIAL STORAGE OF HHG

REF: (a) JFTR, par. U4770-B

ENCL: (1) List of Eligible Personnel and Estimated Weight of Storage Items

1. Personnel listed in enclosure (1) are scheduled to commence temporary duty or deployment for more than 90 days beginning on/about _____, and are authorized special storage in accordance with reference (a). All arrangements for special storage must be made by the local PPTO using basic agreement storage contractor through issuance of a service order (DD Form 1164).

2. Cost of services is chargeable to accounting data: _____. Activities processing documents citing the above accounting data forward copies as directed by the major claimant.

3. Commanding Officers must advise the PPTO the date of return in writing. Upon return from deployment, members with HHG in storage under this entitlement must remove HHG from storage upon return to Government Quarters ashore or receipt of quarters allowances or reoccupation of location economy quarters, but not later than 90 days after return.

SAMPLE EXTENSION LETTER FOR EDUCATIONAL/TRAINING PROGRAM

From:

To:

Dear _____

In response to your letter of _____, the time limit for shipment of your household goods is extended until (1) _____ or one year from completion of your educational requirements, whichever is earlier.

Please note that the Joint Federal Travel Regulations limit the storage at government expense to one year following retirement from active duty. Accordingly, you are liable for all storage costs accruing after that date which in your case is (2) _____. However, as a result of this shipment extension, your household goods may remain under government management at their current location and the government will continue to pay the storage fees, subject to reimbursement by you at the time you arrange for shipment.

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The date of your orders will determine which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Office, (3) _____ to arrange for shipment of your household goods. A copy of your retirement orders, transcript or letter from the school showing attendance and this letter will be required to support your application for shipment and claim for travel.

Sincerely,

Personal Property Officer

cc: NTS Activity

NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.

(2) The Date the member's NTS expires if shipment is in NTS.

(3) Name and phone number of nearest PPPO for member to make arrangements for shipment. Should also include shipment of a POV when the member is entitled to shipment of a POV.

**SAMPLE EXTENSION LETTER FOR MEDICAL REASONS
HOSPITALIZED/TREATMENT WITHIN 1ST YEAR AFTER RETIREMENT**

From:

To:

Dear

In response to your letter of _____, the time limit for shipment and storage of your household goods is extended until one year after termination of active duty, plus the (period of time six-month period of your hospitalization/treatment or (1) _____, whichever is earlier.

Under current regulations, the Government cannot pay for storage of your household goods in excess of one year after termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. Storage costs will be based on Government rates although all costs will be the member's responsibility. Collection of storage costs beyond the authorized period will be made from your retired pay account by pay record checkage.

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The effective date of your retirement orders, however, determines which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Office, (2) _____ to arrange for shipment of your household goods. A copy of this letter, your retirement orders, and a letter from your doctor or hospital showing the period of hospitalization or treatment will be required to support your shipping application and claim for travel.

Sincerely,

Personal Property Officer

NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.

(2) Name and phone number of nearest PPPO for member to make arrangements for shipment. Should also include shipment of a POV when the member is entitled to shipment of a POV.

**SAMPLE EXTENSION LETTER FOR MEDICAL REASONS
HOSPITALIZED/TREATMENT ON DATE TERMINATED FROM ACTIVE DUTY**

From:

To:

Dear: _____:

In response to your letter of _____, the time limit for shipment and storage of your household goods is extended until one year from the date of your discharge from the hospital or completion of medical treatment, or (1) _____, whichever is earlier.

Under current regulations, the Government cannot pay for non-temporary storage of your household goods in excess of one year after termination of active duty plus a period equal to the period of hospitalization/treatment occurring within that year. Collection of non-temporary storage costs beyond the authorized period will be made from your retired pay account by pay record checkage. Storage cost will be based on Government rates although all costs will be the member's responsibility.

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The effective date of your retirement orders, however, determines which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Office, (2) _____ to arrange for shipment of your household goods. A copy of this letter, your retirement orders, and a letter from your doctor or hospital showing the period of hospitalization or treatment will be required to support your shipping application and claim for travel.

Sincerely,

Personal Property Officer

cc: NTS Activity

NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.

(2) Name and phone number of nearest PPPO for member to make arrangements for shipment. Should also include shipment of a POV when the member is entitled to shipment of a POV.

ACRONYMS

APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
BOA	Basic Ordering Agreement
CBO	Consolidated Booking Office
CERS	Carrier Evaluation and Reporting System
CONUS	Continental United States
CPPSO	Consolidated Personal Property Shipping Office
CWT	Hundred Weight
DITY	Do-It-Yourself Move
DPM	Direct Procurement Method
DTR	Defense Transportation Regulation
EPAD	Enlisted Personnel Action Document
ETA	Estimated Time of Arrival
FPOV	Foreign Privately Owned Vehicle
FTR	Federal Travel Regulation (Chapters 300-304 of title 41, Code of Federal Regulations).
GCC	Government Constructive Cost
HHG/HHGs	Household Goods
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Office(r)
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	Joint Personal Property Shipping Office
JTR	Joint Travel Regulations
LOI	Letter of Intent
MAC	Military Airlift Command
MOT	Military Ocean Terminal
MRT	Military Rate Tender
MSC	Military Sealift Command
NTS/Nontemp	Non-temporary Storage
OPLIFT	Opportune Lift
ORDMOD	Order Modification
OTO	One Time Only
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PDRL	Permanent Disability Retired List
PDS	Permanent Duty Station
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide Worldwide
PPGBL	Personal Property Government Bill of Lading
PPPO	Personal Property Processing Office

PPSO	Personal Property Shipping Office
PPTMR	Personal Property Traffic Management Regulation (DOD 4500.34-R)
PPTO	Personal Property Transportation Office(r)
RDD	Required Delivery Date
SIT	Storage-In-Transit
SSN	Social Security Number
TAC	Transportation Account Code
TAD	Temporary Additional Duty (a form of temporary duty)
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Traffic Distribution Record
TDRL	Temporary Disability Retired List
TDY/TEM DU	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Accommodations
UB	Unaccompanied Baggage
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WCA	Water Clearance Authority